



- Betsy DeWitt – Chairman
- Nancy A. Daly
- Jesse Mermell
- Richard W. Benka
- Kenneth M. Goldstein
- Melvin A. Kleckner –  
Town Administrator

# **AGENDA**

## **BOARD OF SELECTMEN**

### **CALENDAR**

### **FOR**

### **11/08/2011**

## **SELECTMEN'S HEARING ROOM**

1. **LITIGATION**

**6:00 P.M.  
PROPOSED  
EXECUTIVE  
SESSION**

Town Counsel Jennifer Dopazo will appear to discuss strategy with respect to potential/threatened litigation.

2. **COLLECTIVE BARGAINING**

Labor Counsel Liz Valerio will appear to discuss strategy relative to collective bargaining negotiations.

3. **ANNOUNCEMENTS**

**7:00 PM**

Selectmen to announce recent and/or upcoming Events of Community Interest.

4. **SELECTMEN UPDATES**

Reports by individual Selectmen on activities related to carrying out the responsibilities of the Board.

5. **PUBLIC COMMENT**

Public Comment period for citizens who requested to speak to the Board regarding Town issues not on the Calendar.

6. **MISCELLANEOUS**

Approval of miscellaneous items pg.3 #s 15-23 licenses, vouchers, and contracts.

7. **BOARDS AND COMMISSIONS - INTERVIEWS**

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

**Human Relations/Youth Resources**

Laurie Dopkins

**Conservation Commission**

Matthew Garvey

**Park and Recreation Commission**

Randolph Meiklejohn

**Solid Waste Advisory Committee**  
**John Dempsey**

**8. SOLID WASTE ADVISORY COMMITTEE**

Members of the Solid Waste Advisory Committee will appear to update the Board on its work over the past year and its plans for 2011-2012.

**9. RESERVE FUND TRANSFER**

Question of approving and transmitting to the Advisory Committee the request of Public Works Commissioner Andrew Pappastergion for a Reserve Fund Transfer in the amount of \$226,403 for costs associated with emergency response actions taken as a result of Hurricane/Tropical Storm Irene.

**10. GREEN DOG PROGRAM**

Director of Parks and Open Space Erin Chute Gallentine will appear to update the Board on the Green Dog Program.

**11. WARRANT ARTICLES**

Question of voting on the following Warrant Article for the November 15, 2011 Fall Town Meeting:

<u>No.</u>	<u>Title</u>
2.	Collective Bargaining Agreements (HR)

**12. WARRANT ARTICLES**

Question of amending the Board's vote on the following Warrant Article for the November 15, 2011 Fall Town Meeting:

<u>No.</u>	<u>Title</u>
5.	Neighborhood Conservation District (NCD) (Planning)

**13. FY2012 ACTION LIST**

Review of the Board's FY2012 Action List.

**14. BOARDS AND COMMISSIONS - APPOINTMENTS**

Question of making appointments to the following Boards and Commissions:

Advisory Council on Public Health  
Housing Advisory Board

**15. MISCELLANEOUS**

**16. Question of approving the minutes of November 1, 2011.**

**17. Question of accepting a Sustainable Materials Recovery Program Municipal Grant in the amount of \$7,500 from the Department of Environmental Protection to be used for a compactor for the collection and recycling of cardboard.**

**18. Question of accepting a grant for one electric vehicle charging station from Coulomb Technologies and ChargePoint America to**

serve a town-owned electric vehicle.

19. **Question of executing a Sewer Bond in connection with the Financial Assistance Agreement approved and executed on November 1, 2011 in connection with Project No. WRA-P7-2-746 "Infiltration/Inflow Investigation and Sewer System Rehabilitation Design:**
20. **Question of awarding and executing Contract No. 12/14 "Repairing Guardrail along Newton Street" in the amount of \$19,201.50 with Commonwealth Guardrail of Westfield. Said contract to be funded from account 4911K039 6T0038.**
21. **Question of approving the following Contract Amendment and Change Orders in connection with the Runkle School Renovations and Additions Project:**

**Contract Amendment (#12)**                      \$    6,200  
**Design Partnership of Cambridge**  
**Abatement Measures**  
**2594C165 524003**

**Change Orders #17 & 18**  
**G&R Construction (#17)**                      \$35,472.00  
**Various Plumbing & Structural Work**  
**2594C165 6C0002**

**G&R Construction (#18)**                      \$44,050.00  
**Various work,insulation roof, etc.**  
**2594C165 6C0002**

22. **Question of granting a temporary Wine and Malt beverages license to Wheelock College in connection with the following events to be held at 43 Hawes Street:**

**November 9th              Alumni Reception**  
**6pm - 8pm**

**November 17th            Reception**  
**6pm-8pm**

23. **Question of authorizing the Building Commissioner to proceed with a 5 year lease extension for the town-owned property located at 29 Avon Street with Brian and Constance Austin subject to review and approval by Town Counsel.**

*The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Individuals who need auxiliary aids for effective communication in programs and services of the Town of Brookline are invited to make their needs known to the ADA Coordinator, Stephen Bressler, Town of Brookline, 11 Pierce Street, Brookline, MA 02445. Telephone (617) 730-2330; TDD (617) 730-2327; FAX (617) 730-2296; by e-mail at [sbressler@brooklinema.gov](mailto:sbressler@brooklinema.gov)*





**OFFICE OF THE TOWN ADMINISTRATOR  
MEMORANDUM**

**TO:** Each Member of the Board

**FROM:** Melvin A. Kleckner, Town Administrator

**RE:** Collective Bargaining

**DATE:** November 4, 2011

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I have scheduled a potential executive session discussion on Firefighter Union contract negotiations for Tuesday evening. Following a last ditch mediation session on Monday, the parties have discussed a possible negotiated settlement before the matter goes before an independent arbitrator at the Joint Labor Management Committee (JLMC). The proposal being discussed would cost 4.7% for the three years of the agreement (see attached). This would include the Modified Duty provision that the Town has proposed.

Previously, the Board authorized up to a 4.2% package. Other unions have settled for a three year deal that included a 4.0% package (although only 3.0% of it was part of the base).

I will know sometime Monday whether the Union is willing to consider this proposal. Clearly, the question the Board must consider is whether the Modified Duty concession is worth the additional compensation and whether there is any benefit of resolving the dispute now rather than having an independent party do so.

**cc:** Liz Valerio, Labor Counsel  
Sandra DeBow, Human Resources Director  
John Green, Acting Director, Fire Department

**HUMAN RELATIONS/YOUTH RESOURCES COMMISSION**

Dr. Edward Wang, Chair	(2013)
Kay O'Halloran	(2013)
Rita McNally	(2013)
Jonathan Lewis	(2013)
Karen Fischer	(2012)
Enid Shapiro	(2012)
Larry Onie	(2011)
*David Heist	(2011)
*Sandra Bakalar	(2011)
Agnes Rogers	(2011)
Laura Dopkins	(2011)
Captain Thomas Keaveney	(2012)
Vacancy (Student Rep)	(2012)
Vacancy	(2013)

**ASSOCIATE MEMBERS**

Paula Schneider	(2011)
Doreen Wilkerson	(2011)

**INCUMBENTS**

Laurie Dopkins  
Larry Onie  
Agnes Rogers  
Paul Schneider  
Dr. Doreen Hinds Wilkinson

**NEW CANDIDATES**

Georgi Vogel Rosen

**\*NOT SEEKING REAPPOINTMENT**

BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM

RECEIVED  
BOARD OF SELECTMEN  
2011 JUL 19 A 11:01  
TOWN OF BROOKLINE

NAME LAURIE DOPKINS

ADDRESS 201 ST. PAUL STREET #3

HOME PHONE# 617.487.8531

WORK PHONE# 617.373.2889

E-MAIL ADDRESS ldopkins@gmail.com

MEMBER OF - BOARD/COMMISSION Human Relations - Youth Resources

DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS \_\_\_\_\_

Assist w/ youth Awards; serve on By-Laws  
Committee; liaison with Northeastern University

FUTURE GOALS: Bring information resources to Commission;  
Assist in By-Laws review; work with fellow  
members to realize mission

**CONSERVATION COMMISSION**

Randolph Meiklejohn, Chair	(2013)
Gail McClelland Fenton	(2013)
Marcus Quigley	(2012)
Roberta Schnoor	(2012)
Kate Bowditch	(2012)
Werner Lohe, Chair	(2011)
Matthew Garvey	(2011)

**ASSOCIATE MEMBER**

Marian Lazar	(2011)
Pamela Harvey	(2013)

**INCUMBENTS**

Matthew Garvey  
Werner Lohe  
Marian Lazar (Associate)

**NEW CANDIDATES**



**BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM**

NAME Matthew Garvey

ADDRESS 137 Beaconfield Rd. #5 02445

HOME PHONE# 617-277-9967

WORK PHONE# 508-390-2280

E-MAIL ADDRESS Mattpgarvey@gmail.com

MEMBER OF - BOARD/COMMISSION Conservation Comm 31.22

DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS \_\_\_\_\_

- Increased Board awareness of Brookline wild life, especially bird habitats
- Try to keep discussions clear & accessible to public with questions & comments

FUTURE GOALS: Consider commission's role in preservation of Common Nighthawk habitat (rapidly declining small-stone roosts, for which Brookline is one of the last strongholds); keep processes fair & transparent while considering important conservation goals.

**PARK AND RECREATION COMMISSION**

<b>John Bain, Chair</b>	<b>(2013)</b>
<b>Clara Batchelor</b>	<b>(2011)</b>
<b>Nancy O'Connor</b>	<b>(2011)</b>
<b>Dan Lyons</b>	<b>(2011)</b>
<b>James K. Carroll</b>	<b>(2012)</b>
<b>Antonia Bellalta</b>	<b>(2012)</b>
<b>Jean Stameris</b>	<b>(2013)</b>

**INCUMBENT CANDIDATES**

**Clara Batchelor**  
**Dan Lyons**  
**Nancy O'Connor**

**NEW CANDIDATES**

**Randolph Meiklejohn**

161 Cypress St.  
Brookline, MA 02445

September 24, 2011

Ms. Betsy Dewitt, Chairman  
Board of Selectmen  
Town of Brookline  
333 Washington St.  
Brookline MA 02446

Dear Chairman Dewitt:

I am writing to express my interest in serving on the Brookline Park & Recreation Commission, for the next time the Board reviews appointments to that body. I hope you will find that my experience with public open space and my other qualifications will help me to contribute significantly to the work of the Commission.

I have already spent some time familiarizing myself with the Commission and its activities. About two years ago I was the lead presenter, on behalf of the Friends of Brookline Rowing (the parents group that supports the BHS rowing team), of a proposal to use the Brookline Reservoir for rowing practice, and I appeared before the Park & Rec Commission to request their approval. By the second well-attended public meeting it had become clear that I would not be able to allay the neighbors' concerns about the noise of practice activities without committing to the purchase of a rechargeable outboard motor that was beyond the financial means of the Friends, and I withdrew the proposal at that time. So I did not achieve what I had set out to do, but I had become both impressed with the manner in which the Commission conducted their public meetings and very interested in the type of discussions that took place. I have since attended several other meetings to confirm my initial impressions. For the Reservoir proposal, as for other matters that come before Park & Rec, the discussion included a detailed presentation of a proposed change, an examination of the facility and its current uses, some history, the interests of abutters and neighbors, and finally a consideration of what would constitute reasonable shared use of an important public open space. I would like to participate in more such discussions about parks and people, and that's why I am requesting this appointment.

In Brookline I have exercised my interest in open space and the environment on many projects and boards over the past twenty years; in addition to Conservation (where I was chair from 2007 to 2010) I was a member and chair of the Selectmen's Solid Waste Advisory Committee, a member of the Carlton Street Footbridge DRC and the 2 Brookline Place Project Review Team, a director of the Friends of Hall's Pond for nine years, a street-tree and park-tree inventory volunteer, and for ten years a member and chair of the Lincoln School PTO Landscape Committee. At Lincoln we established an Arbor Day tradition, built a garden, developed a gardening curriculum, coordinated with the Town on school-grounds projects and were recognized by the Greenspace Alliance in 2003. As a Conservation Commissioner I was also co-author of the 2006 Wetlands By-Law and of the Hall's Pond Sanctuary long-term maintenance plan, and developed mapping, signage and public information for the sanctuaries and Skyline Park. Through these projects especially I've worked directly and constructively with many of the Town's staff in Parks & Open Space, Engineering and Recreation.

My architectural education and work experience have helped me understand the questions of design, construction, maintenance, safety, cost, historic value and regulation that arise in management of public open space. Until 2010 my professional work focused on rehabilitation of historic buildings on university campuses nationally; currently I hold a senior management position at Goody Clancy, the Boston firm that was the consultant for Brookline's Comprehensive Plan.

I thank you for your consideration of this application and I look forward to continuing to serve the Town.

Sincerely yours,



Randolph Meiklejohn

BOARD AND COMMISSION  
APPLICATION  
FORMNAME Randolph Meiklejohn 09/26/11ADDRESS 161 Cypress St.HOME PHONE# (617) 739-0206WORK PHONE# (617) 543-9515 (mobile)E-MAIL ADDRESS RMeiklejohn@verizon.netAPPLICATION FOR SPECIFIC BOARD/COMMISSION Park & RecYOUR RELEVANT OF INTEREST General interest in policy for use  
of and improvements to parks. See attached letter.WHAT TYPE OF EXPERIENCE YOU CAN OFFER TO THIS  
BOARD/COMMISSION? See attached letterWHAT TYPE OF ISSUES WOULD YOU LIKE TO SEE THIS  
BOARD/COMMISSION ADDRESS? I am familiar with this  
commission's work and I am not proposing any changes to it in this application.HAVE YOU ATTENDED ANY BOARD/COMMISSION MEETINGS: yesARE YOU INVOLVED IN ANY OTHER TOWN ACTIVITIES? Yes -  
currently a TMM and a Conservation CommissionerDO YOU HAVE TIME CONSTRAINTS THAT WOULD LIMIT YOUR  
ABILITY TO ATTEND ONE TO TWO MEETINGS A MONTH? no

*PLEASE ATTACH A COPY OF YOUR RESUME AND RETURN TO THE  
SELECTMEN'S OFFICE, 333 WASHINGTON STREET, BROOKLINE, MA  
02445 NO LATER THAN AUGUST 31<sup>ST</sup>.*

**SOLID WASTE ADVISORY COMMITTEE**

<b>John Dempsey, Chair</b>	<b>(2011)</b>
<b>Barbara Field</b>	<b>(2013)</b>
<b>Cynthia Snow</b>	<b>(2013)</b>
<b>Christopher West</b>	<b>(2012)</b>
<b>One Vacancy</b>	<b>(2013)</b>
<b>Two Vacancies</b>	<b>(2014)</b>

**INCUMBENTS**

**John Dempsey**

BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM

NAME JOHN DEMPSEY

ADDRESS 43 BRINGTON RD BROOKLINE MA 02445-6012

HOME PHONE# 617-731-1977

WORK PHONE# 617-999-2419

E-MAIL ADDRESS jdempsey64@gmail.com

MEMBER OF - BOARD/COMMISSION SOLID WASTE ADVISORY COMM.

DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS \_\_\_\_\_

\_\_\_\_\_

FUTURE GOALS: \_\_\_\_\_

\_\_\_\_\_

RECEIVED  
BOARD OF SELECTMEN  
2011 JUL 14 A 8:43  
TOWN OF BROOKLINE

2011 SWAC Letter

Congratulations, Neighbor!

By working together Brookline residents, school children and public employees reached a milestone that the Solid Waste Advisory Committee has been striving for since its inception almost thirty years ago. We disposed of less than 10,000 tons of trash! In fact, last year is probably the first year since World War II that we've been under that number.

So what's the big deal? Sending less trash to the incinerator is good for the community in many ways: fiscally, environmentally and socially. First of all, sending trash to be burned costs money. \$85 per ton and going up. And the more trash we throw out, the more personnel we have to pay to pick it up and transport it. Secondly, there are environmental costs to burning trash – and running trucks to and from the waste-to-energy plant. Less trash equals cleaner air. Thirdly, though disposing of trash is a necessary function in the society it doesn't add value to the community. The less we spend on trash disposal the more we have to give to those institutions that do add value to Brookline such as schools, parks, and public safety and services.

How'd we get under the 10,000-ton line? Your weekly, conscientious efforts to recycle as much as possible were a huge factor. Adopting convenient single stream recycling had a big impact. Residents' positive responses to the household hazardous product drop-off at the Transfer Station, the textile drop-off in the Walgreen's lot, the numerous public space recycling receptacles in the parks and commercial areas, the Catalog Choice online opt out, and online resources such as Freecycle all contributed to our lower trash figures.

So what's next? We can do even better. We can actually keep moving toward a goal of "zero waste." And it is SWAC's mission to advise the Board of Selectmen, in consultation with the Department of Public Works, on the best ways to do that.

So, SWAC will continue to advocate that Brookline join other progressive communities where residents pay for what they actually throw out. If we want to move to zero waste and have an equitable solid waste program, PAYT is in our future. At the same time, we will try to expand the community's options to divert waste. For example, there are municipalities that collect food scraps at curbside and compost it. Brookline should be one of those towns.

Thank you for your interest, your diligence and your good work in reducing solid waste in Brookline.

Please continue to acquaint yourself with Brookline's efforts and expectations by closely reading *Brookline Works*, by checking the website, by regularly reading the "Recycling Corner" in the TAB, by calling the Department of Public Works, and by informing yourself about best practices in surrounding towns and cities, across the United States and internationally.

Solid Waste Advisory Committee  
John Dempsey  
Barbara Field  
Cynthia Snow  
Christopher West

## 8. - 2

Sano Budget Incl Benefits		
		CHANGE
FY00	\$2,853,456	
FY01	\$3,283,404	15.1%
FY02	\$3,315,911	1.0%
FY03	\$3,361,762	1.4%
FY04	\$3,375,728	0.4%
FY05	\$3,213,091	-4.8%
FY06	\$3,265,346	1.6%
FY07	\$3,402,100	4.2%
FY08	\$3,344,983	-1.7%
FY09	\$3,200,919	-4.3%
FY10	\$3,229,599	0.9%
FY11	\$3,192,907	-1.1%
FY12	\$3,449,010	8.0%
	FY00-FY12	20.9%



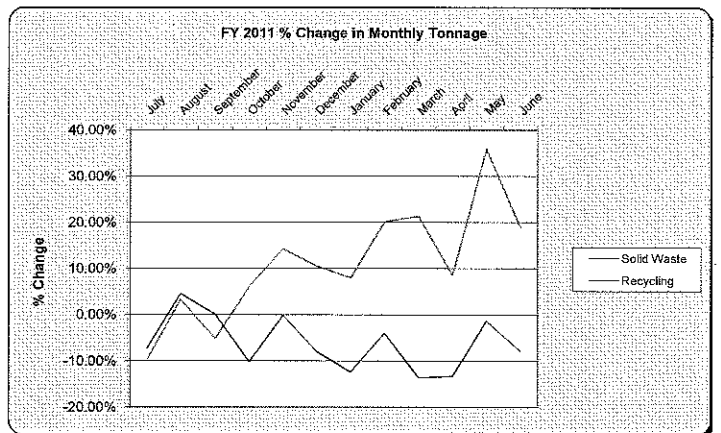
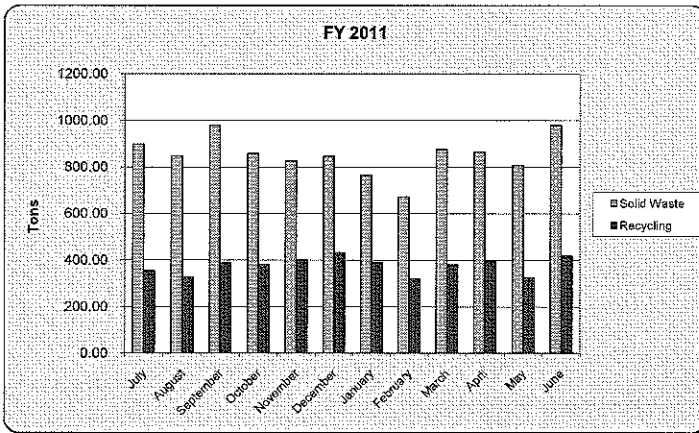
Department of Public Works  
Solid Waste Summary Sheet

8. - 3

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Commercial Tonnage</b>													
<b>FY 2008</b>										975	1619	1491	<b>4,085</b>
<b>2009</b>	1448	1213	1130	976	895	1278	868	726	699	629	524	609	<b>10,995</b>
<b>2010</b>	1047	995	1033	1062	1055	1263	1174	1082	1592	1528	1649	1940	<b>15,420</b>
<b>2011</b>	1766	1914	1515	1458	1688	1567	1255	1311	1698	1683	1775	1915	<b>19,545</b>
<b>2012</b>													<b>0</b>
<b>2013</b>													<b>0</b>
<b>2014</b>													<b>0</b>

<b>Municipal Solid Waste</b>													
<b>FY 2008</b>													<b>0</b>
<b>% Change</b>													
<b>2009</b>													<b>0</b>
<b>% Change</b>													
<b>2010</b>	896.69	847.93	978.05	856.88	825.44	845.92	763.32	672.07	875.42	863.99	806.55	978.65	<b>10,211</b>
<b>% Change</b>	-7.16%	4.58%	0.05%	-10.21%	-0.14%	-8.04%	-12.42%	-3.99%	-13.64%	-13.28%	-1.31%	-7.86%	<b>-6.12%</b>
<b>2011</b>	832.45	886.78	978.53	769.38	824.27	777.87	668.52	645.27	756.00	749.28	796.00	901.75	<b>9,586</b>
<b>% Change</b>	-12.14%	-3.17%	-4.72%	-0.03%	<b>-8.68%</b>								
<b>2012</b>	731.35	858.65	932.36	769.15									<b>3,292</b>
<b>% Change</b>													
<b>2013</b>													<b>0</b>
<b>% Change</b>													
<b>2014</b>													<b>0</b>
<b>% Change</b>													

<b>Recycling</b>													
<b>FY 2008</b>													<b>0</b>
<b>% Change</b>													
<b>2009</b>													<b>0</b>
<b>% Change</b>													
<b>2010</b>	353.52	325.69	386.92	381.58	402.47	432.63	388.97	321.01	380.08	396.98	324.96	418.84	<b>4,514</b>
<b>% Change</b>	-9.68%	3.33%	-5.09%	6.10%	14.32%	10.47%	8.02%	20.15%	21.29%	8.62%	36.02%	18.96%	<b>10.87%</b>
<b>2011</b>	319.29	336.53	367.23	404.87	460.10	477.93	420.17	385.69	461.00	431.21	442.00	498.24	<b>5,004</b>
<b>% Change</b>	33.67%	37.16%	37.95%	7.25%	<b>21.66%</b>								
<b>2012</b>	426.79	461.60	506.61	434.22									<b>1,829</b>
<b>% Change</b>													
<b>2013</b>													<b>0</b>
<b>% Change</b>													
<b>2014</b>													<b>0</b>
<b>% Change</b>													





**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

*Andrew M. Pappastergion*  
 Commissioner

November 2, 2011

Board of Selectmen  
 333 Washington Street  
 Brookline, MA 02445

Dear Board Members:

Attached please find a Reserve Fund Transfer request in the amount of \$226,403 for costs associated with the emergency response actions taken as a result of Hurricane/Tropical Storm Irene. The following details the Town's costs regarding this event, much of which is reimbursable by FEMA.

On Sunday, August 28, 2011, Hurricane/Tropical Storm Irene hit the Northeast. The high winds and heavy rains sustained in Brookline caused an incredible amount of immediate and long-term damage ranging from trees and limbs on homes, on wires, across the public right of way, in the cemetery and in parks and school grounds. Brookline Parks and Open Space Division responded to over 51 trees that had been uprooted and an additional 64 trees that required immediate removal due to major structural damage. There were over 7 trees on homes or cars, 19 roads blocked and dozens of limbs on wires. After the initial emergency response there were over 2700 limbs, brush and branches throughout Town to be picked up.

During the course of the storm and clean-up the Division expended from its normal operating budget:

\$ 92,000	Emergency Response and Debris Clean-up Activities
\$ 10,809	Hazard Tree Removals
\$ 22,248	Emergency Overtime
<u>\$ 9,106</u>	Police Details
<b>\$134,163</b>	


In addition, FEMA will reimburse the Town for stem-by-stem inspections and removal of storm damage.

\$ 56,800	8 weeks for Tree Inspections/Removal of Hazards/Cracks/Split Limbs
<u>\$ 13,440</u>	Police Details
<b>\$ 70,240</b>	

In addition, the storm water management control and overflow system at Halls Pond was stuck by a Willow tree that failed and was severely damaged. The retention wall was demolished by the impact of the surcharge and the overflow pipe was rendered non functional. This work is also reimbursable and estimated at approximately \$22,000.

We respectfully request a Reserve Fund Transfer in the amount of \$226,403, in order to address deficiencies in the Lewis Tree contract, the police details purchase order, the Park and Open Space Overtime budget and stormwater forebay at Halls Pond due to emergency response efforts for Hurricane/Tropical Storm Irene. The Town will submit reimbursement for all eligible expenses for reimbursement from FEMA estimated at \$215,594.

Sincerely,

  
Andrew M. Pappastergion  
Commissioner of Public Works

Cc: Melvin Kleckner, Town Administrator  
Sean Cronin, Deputy Town Administrator  
Erin Chute Gallantine, Director – Parks & Open Space

## TOWN OF BROOKLINE

## Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: November 2, 2011

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department: PUBLIC WORKSTotal Transfer Requested: \$ 226,403Org # 46004680 Object # 523599 AMOUNT \$ 181,609Org # 46004680 Object # 510300 AMOUNT \$ 22,248Org # 4911K051 Object # 6C0011 AMOUNT \$ 22,546Org # \_\_\_\_\_ Object # \_\_\_\_\_ AMOUNT \$

Description (or attach memorandum): \_\_\_\_\_

Hurricane Irene Tree Damage (See attached letter dated November 2, 2011)

  
Department Head

Approved:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen

RESERVE FUND TRANSFERS FY1995 - FY2011

DEPARTMENT	FY1995	FY1996	FY1997	FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012
ASSESSOR																		
Revaluation Expenses																		
ATB Interest												62,900						
BUILDINGS																		
Heath Oil Spill Recovery																		
Energy Account	55,255		51,485						27,000	69,575	51,000			35,700	91,600			
Energy Efficiency Projects										22,053	31,947	109,016						
Town/Library Roof Repair		140,000																
Heath School Heating System				262,000														
Construction Contract Services					6,390													
Building R&M																	29,900	
FINANCE DEPARTMENT																		
Print Camera	10,000																	
General Insurance	11,000						25,000	36,250	14,151									
Cable TV Survey		2,991																
Salary Grade Plan		19,000																
Bank Fees															49,500			
FIRE																		
Fire Apparatus Repair				29,797			18,198		12,750	50,000				42,000	37,000			
Overtime	30,000	80,000	20,000			50,000		7,000	275,000		112,225							
Medical Expenses	45,000	35,000		9,500				30,000	61,000	285,750	131,000	137,808						
Firefighter Protective Gear										32,318	37,480	16,414			11,000			
Seatbelt Retrofitting											12,100							
Fire Alarm Dispatch Equipment		11,385			21,300													
Wire Division Bucket Truck		46,807																
Radio			4,196															
Energy									8,019	19,000	16,000				38,000			
Wi-Fi Equip for Laptops															15,000			
HEALTH DEPARTMENT																		
Energy			4,100	4,000							1,000			4,500	9,700			
Rabies Prevention																		
HUMAN RELATIONS																		
Events Coordinator						2,298	2,500											
Printing/Advertising Costs	9,000	10,500	6,500	25,000	26,000	45,000	30,000	46,773										
HUMAN RESOURCES																		

DEPARTMENT	FY1995	FY1996	FY1997	FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012
Labor Counsel	15,000		35,000	10,000	52,300	94,549	60,000	28,500								32,000		
Unemployment Compensation		57,000						55,000	80,000	150,000	77,000	52,000				440,000		
Medicare Account	15,000				6,000								29,000					
Drug Testing	4,900																	
Clerical Pos. Classification/Pay Study						11,100												
Group Health Insurance							21,000						70,000					
Group Life Insurance										17,500								
Public Safety IOD Medical Expenses													90,000					
LIBRARY																		
Energy	11,000	40,000	20,000	6,500							2,900			7,100			30,000	
PLANNING																		
Planning Advertising Account	520																	
POLICE																		
Overtime	125,000																	
Grant Match										33,327								
Communication/Data Proc. Equip.			7,800		8,750													
Parking Meter Parts/Meters	3,430																	
Medical/Hospital Services																		
Energy															56,000		10,000	
Police/Fire Operations/Facilities Study																		
Rabies Prevention																		
PUBLIC WORKS																		
Snow Removal		100,000	125,000		28,000		362,000		200,000	201,880	778,316	97,693		569,034	783,843	332,000	1,471,575	
Reconstruction of Soule Playground			15,000															
Overtime				98,356	210,000	185,000												
Woolly Adelgid Disease Treatment					10,000													
Signage							5,000											
Energy							59,000			106,000	114,000				107,000		32,000	
Carlton St. Footbridge Studies							9,435											
Forestry Services - "Macrobust" storm																88,000		
Hurricane Irene Clean-up																		226,403
RECREATION																		
Skg Rink/Cypress Playground Rep.																		
Cypress Field Lighting Installation																		
Golf Course Enterprise fund							72,747											
Energy Accounts										22,597	3,200				5,600			

DEPARTMENT	FY1995	FY1996	FY1997	FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012
SCHOOLS																		
Special Education	36,000				285,000							230,000	250,000			500,000		
Early Education													85,000					
HVAC System Repairs																		
School Vacation Buy-Backs																		
Lawrence School Feasibility Study						25,000												
SELECTMEN																		
Police Chief Selection Process	12,000																	
TOWN CLERK																		
Elections		33,500					7,000								22,000			
Town Census																		
Recount									7,515									
TOWN COUNSEL																		
Litigation	10,000	5,000	550	5,000	6,000	5,000	12,000	2,500	86,500	15,000		23,000	9,931.90	3,000				
Professional Services	10,000	6,000	28,150	77,000	52,547	100,000	76,000	57,302	35,000	40,000	64,000	96,577	21,500	41,500				
Claims and Settlements	80,000	20,000	5,893			10,000	115,000	75,000	20,000	5,000		17,266	48,429.19	69,000	47,404.12			
Subscriptions			2,022	5,000	5,000			5,000	5,000					3,000				
Law Book Rebinding		2,300																
Temporary Employment		2,400																
Office Supplies												800						
VETERANS' SERVICES																		
Benefits									20,000						25,000		35,000	
TREASURER																		
Interest on Refund Taxes Account																		
Banking Services																		
FY RESERVE FUND APPROP.	769,573	769,573	789,573	815,000	820,500	834,276	875,000	930,687	1,024,730	1,070,000	1,476,305	1,524,420	1,593,755	1,675,113	1,746,545	1,834,186	1,856,956	1,877,151
ADDITIONAL APPROP. TO R.F.	0	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RESERVE FUND	769,573	869,573	789,573	815,000	820,500	834,276	875,000	930,687	1,024,730	1,070,000	1,476,305	1,524,420	1,593,755	1,675,113	1,746,545	1,834,186	1,856,956	1,877,151
TOTAL EXPENDED	483,105	611,883	325,696	532,153	717,287	527,947	874,880	343,325	851,935	1,070,000	1,432,168	843,474	603,861	774,834	1,298,647	1,392,000	1,608,475	226,403
UNCOMMITTED BALANCE	286,468	257,690	463,877	282,847	103,213	306,329	120	587,362	172,795	0	44,138	680,946	989,894	900,279	447,898	442,186	248,481	1,650,748
% OF TOTAL RES. FUND EXP.	62.8%	70.4%	41.2%	65.3%	87.4%	63.3%	100.0%	36.9%	83.1%	100.0%	97.0%	55.3%	37.9%	46.3%	74.4%	75.9%	86.6%	12.1%

## ***FY12 RESERVE FUND STATUS***

<b>FY12 APPROPRIATION</b>	<b>1,877,151</b>
---------------------------	------------------

<b>APPROVED</b>
-----------------

TOTAL APPROVED	0
<b>TOTAL BALANCE (\$)</b>	<b>1,877,151</b>
<b>TOTAL BALANCE (%)</b>	<b>100.0%</b>

<b>REQUESTS</b>
-----------------

DPW - Hurricane Irene Clean-up	226,403
--------------------------------	---------

TOTAL REQUESTS	226,403
<b>BALANCE (\$) IF APPROVED</b>	<b>1,650,748</b>
<b>BALANCE (%) IF APPROVED</b>	<b>87.9%</b>





# TOWN OF BROOKLINE

*Massachusetts*

## DEPARTMENT OF PUBLIC WORKS

PARKS AND OPEN SPACE DIVISION

*Andrew M. Pappastergion*  
Commissioner

*Erin Chute Gallentine*  
Director

November 3, 2011

Board of Selectmen  
333 Washington Street  
Brookline, MA 02445

Dear Members of the Board of Selectmen,

In November 2010, the Board of Selectmen authorized the implementation of an annual fee to support the Green Dog Program. The Green Dog Program is an innovative approach to meeting dog owners' desire to have time off-leash in the parks, while sharing the spaces with other park users in our urban community. Brookline has 14 off-leash areas across the Town, with specific off-leash hours established by the Park and Recreation Commission. Dog owners are allowed to play with their dogs off-leash, during designated times, after registering for the program and following program rules and regulations.

The Park and Recreation Commission is pleased to report that 1372 Green Dog tags were issued in 2011; 1221 to residents and 151 to non-residents. The Town was able to accomplish a great deal regarding improved communication tools, park conditions, participant needs and enforcement in support of the Green Dog Program.

Following an open public forum for Green Dog participants in October 2011, the Park and Recreation Commission highly recommends that the program continue as it is currently configured with the addition of winter dawn-dusk hours at Harry Downes Field. The Commission will continue to evaluate the program and address user needs in the upcoming year.

Thank you for your past support of this program. I look forward to discussing this with you further at your upcoming meeting.

Sincerely,

Erin Gallentine  
Director

cc: Andrew Pappastergion, Commissioner of Public Works  
Park and Recreation Commission



**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**  
 PARKS AND OPEN SPACE DIVISION

*Andrew M. Pappastergion*  
 Commissioner

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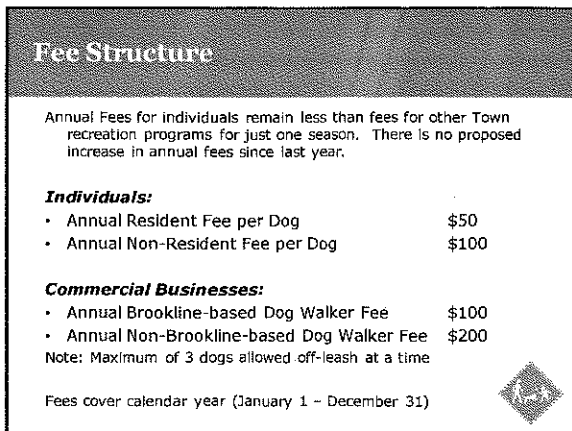
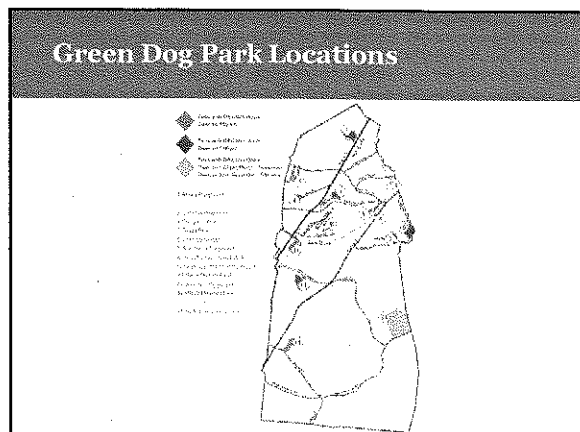
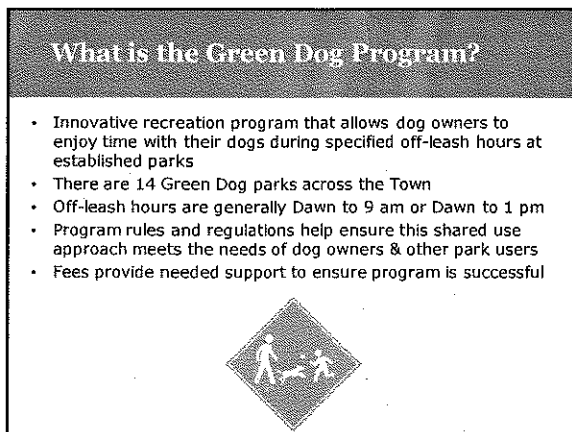
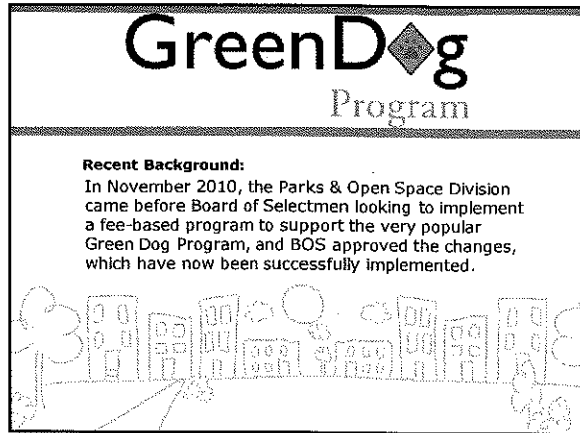
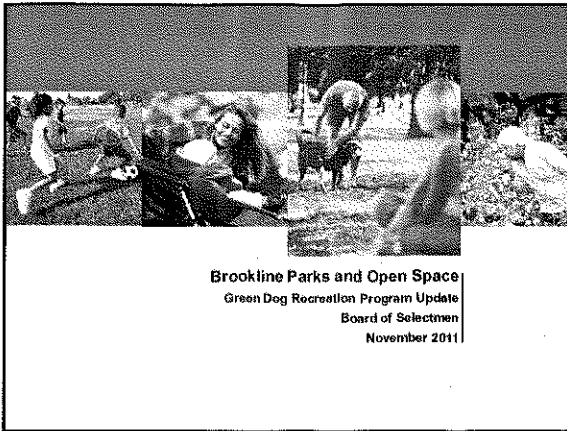
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Sincerely,

Erin Gallentine  
 Director

cc: Andrew Pappastergion, Commissioner of Public Works  
 Park and Recreation Commission



### What did we predict was needed for success?

- New full-time, permanent park ranger to serve as project manager for Green Dog Program in addition to other responsibilities
- Direct communication with participants to relay information, educate about program, and address comments/questions
- Enforcement of rules and regulations to ensure safety & enjoyment of parks by participants and other visitors, and appropriate use of parkland
- Monitoring, documentation & evaluation of park conditions
- Collection & analysis of data, needs & usage
- Program evaluation & improvement

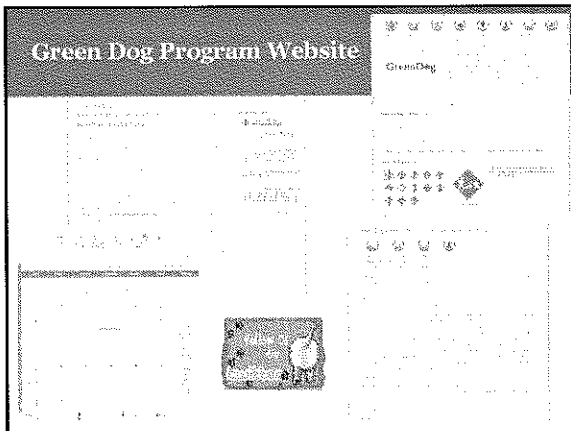


### Our commitments & accomplishments

- New park ranger hired, trained, & actively managing program
- Develop new & effective communication strategies
  - Green Dog Hotline with recorded field closures info. & updates
  - Twitter account with regular tweets on field closures info. & updates
  - Online calendar with schedule of permitted use & field closures
  - Blog created for seasonal updates & answers to questions
  - Frequent park ranger presence in parks
  - BrookOnline Email list
- Maintain & improve existing communication methods
  - Annual letter & registration form sent with dog license renewals
  - Updated brochure mailed to dog owners & available at parks
  - Comprehensive website maintained & edited based on public input



### Green Dog Program Website



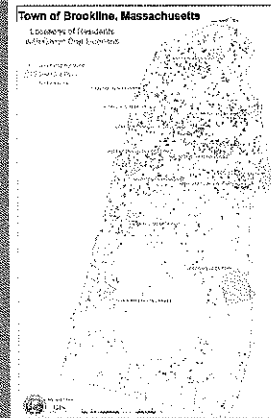
### Our commitments & accomplishments

- Establish effective enforcement strategies
  - New signs in each Green Dog park with complete rules & regulations listed for clarity
  - Frequent park ranger patrols in parks & communication/coordination with Animal Control Officer
- Monitor, document & evaluate park conditions
  - Frequent park ranger patrols & park staff assessment/maintenance
- Assess participant needs and usage
  - Green Dog Program participant statistics analyzed
  - Brookline Dog Owner Survey conducted & results compiled
- Evaluate & improve program & consider participant requests
  - Guest permits (two-day & one-week) now available for visitors
  - Scholarship program established to waive fees for those in need



### 2011 Green Dog Statistics

Category	Total
Dogs Licensed in Brookline	2539
Green Dog Program Dogs	1372
Resident Green Dogs	1221
Non-Resident Green Dogs	151
Commercial Dog Walker Permits	5
Guest Permits	8



## 2011 Green Dog Statistics

## Non Resident Green Dogs by City

City/Town	Total
Boston	110
Newton	20
Other (18 towns with 3 or less each)	21

## Other Events Since Last Year

## • Newton implemented an Off-Leash Recreation Program

- Six off-leash areas with specific hours
- Newton rates:
  - Resident \$50/dog
  - Non-Resident \$100/dog
  - Newton Professional Dog Walker \$250/1<sup>st</sup> medallion \$75 each additional
  - Non-Newton Professional Dog Walker \$350/1<sup>st</sup> medallion \$75 each additional
- Financial assistance requests accepted

- Brookline's Green Dog Subcommittee (Park & Rec) & staff remain active in program evaluation & improvement



# GreenDog

Program

Questions or Comments?








Printed by: **Patty Parks**

Friday, November 04, 2011 12:22:29 PM

Title:

Page 1 of 2

From:  Jennifer Dopazo Gilbert  
"Gadsby, Sandy" <SGadsby@foleyhoag.com>  
Subject: Fwd(2): RE: scope question Article 5  
To:  Sean Cronin  Melvin Kleckner  
Cc:  Patty Parks

Wed, Nov 02, 2011 9:18:28 AM 

*Handwritten notes:*  
TOP  
5  
/

fyi -- this should go on the Board's calendar

Jennifer Dopazo Gilbert  
Town Counsel  
333 Washington Street  
Brookline, MA 02445  
617-730-2190

----- Original Message -----

Sandy has approved the change to Article 5 below that I recommend the AC and Board to adopt. See below.

Jennifer Dopazo Gilbert  
Town Counsel  
333 Washington Street  
Brookline, MA 02445  
617-730-2190

----- Original Message -----

Yes.

-----Original Message-----

From: Jennifer Dopazo Gilbert [ [mailto:jennifer\\_dopazo@town.brookline.ma.us](mailto:jennifer_dopazo@town.brookline.ma.us) ]  
Sent: Tuesday, November 01, 2011 5:48 PM  
To: Gadsby, Sandy  
Subject: scope question Article 5

This is a concern question of mine. Could we add to the list of exempt projects in Section 5.10.6 c. a paragraph

Printed by: **Patty Parks**  
Title:

Friday, November 04, 2011 12:22:29 PM  
Page 2 of 2

---

12. as follows:

12. Any public school and/or school grounds projects, including but not limited to demolition, alteration, renovation, new construction and/or landscaping changes.

Thanks

Jennifer Dopazo Gilbert  
Town Counsel  
333 Washington Street  
Brookline, MA 02445  
617-730-2190

United States Treasury Regulations require us to disclose the following: Any tax advice included in this document and its attachments was not intended or written to be used, and it cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.</p>

<p>

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<p>

For more information about Foley Hoag LLP, please visit us at [www.foleyhoag.com](http://www.foleyhoag.com).</p>

Printed by: Melvin Kleckner  
Title:

Monday, November 07, 2011 9:02:18 AM  
Page 1 of 2

---

From:  "Scott Gladstone" <scott@sgladstonelaw.com> Mon, Nov 07, 2011 10:00:59 ...   
Subject: RE: Article 5  
To:  "The Benkas" <rcvben@earthlink.net>  sean\_cronin@town.brookline.ma.us  
 patty\_parks@town.brookline.ma.us  **Melvin Kleckner**  
Cc:  jennifer\_dopazo@town.brookline.ma.us  
 "Sandy Gadsby" <sgadsby@foleyhoag.com>  <neilw@rcn.com>

---

Sean, I am submitting the following proposed amendment to Article 5 to be inserted as new Section 5.10.4 (c):

Section 5.10.4 (c): Within one year after the Commission has been formed for each NCD, the Commission shall issue a written report to Town Meeting to report on the appropriateness of the design guidelines governing the NCD in 5.10.3 and to make recommendations of any revisions to such guidelines that the Commission deems to be better suited to achieve the purpose of the NCD.

Thank you.

SCOTT C. GLADSTONE  
Attorney at Law  
Business Litigation and Construction Law  
1244 Boylston Street, Suite 200  
Chestnut Hill, MA 02467  
Ph: (617) 730-4525  
Fx: (617) 730-4524

This communication may contain attorney-client privileged information. If you are not the intended recipient, you should consider any disclosure of privileged information to be inadvertent, and you should alert the sender. Then please delete this email. Thank you.



From:  Jennifer Dopazo Gilbert

Monday, November 07, 2011 2:12:52 PM



Subject: Article 5 amendment

To:  BOS  neilw@rcn.com  harry.bohrs@bmc.org  sdspiegel@att.net

Cc:  Melvin Kleckner  Jeff Levine  Sean Cronin  Michael Shepard

I recommend that the Board and AC adopt language to exclude school projects from NCD's as follows:

By adding in Section 5.10.6 c. a paragraph 12. as follows:

**12. Any public school and/or school grounds projects, including but not limited to demolition, alteration, renovation, new construction and/or landscaping changes.**

I am also in favor of excluding Town projects as suggested by Stanley Spiegel. If the Board and/or AC are inclined to also exempt Town projects I suggest the following language:

**12. Any public project(s), including but not limited to demolition, alteration, renovation, new construction and/or landscaping changes to Town or School properties.**

Regards,

Jennifer Dopazo Gilbert  
Town Counsel  
333 Washington Street  
Brookline, MA 02445  
617-730-2190



**OFFICE OF THE TOWN ADMINISTRATOR  
MEMORANDUM**

**TO:** Each Member of the Board

**FROM:** Melvin A. Kleckner, Town Administrator

**RE:** 2012 Action List

**DATE:** November 4, 2011

---

Please find attached an Action List for Fiscal Year 2012. It is very much a work in progress, so please feel free to identify changes. I did update the prior (FY 2011) Action List for your reference.

DRAFT

BOARD OF SELECTMEN FY 2012 ACTION LIST

	ASSIGNED	STATUS	COMMENT
TOWN/SCHOOL PARTNERSHIP	BD/ND	Ongoing	
AUDIT COMMITTEE	ND	Ongoing	
EFFICIENCY INITIATIVE--Implementation	DB	In Progress	Most items have been implemented
<b>REVENUE ITEMS</b>			
REVIEW PERFORMANCE OF NEW WATERSEWER RATES	DB	In Progress	
TAXI MEDALLIONS	KG	In Progress	Village Way
PILOTS and 121A Agreements	BD	Ongoing	Currently inactive
CABLE LICENSES/ACCESS TELEVISION	DB	Ongoing	RFP for Larz Anderson
TOWN PROPERTY LEASES	KG	Ongoing	
TAX CLASSIFICATION AND RESIDENTIAL			
<b>EXPENSE ITEMS</b>			
SMALL COMMERCIAL PROPERTY TAX EXEMPTIONS	KG	In Progress	Funding bill to be filed
NORFOLK COUNTY ASSESSMENT	KG	In Progress	
PLANNING AND COMMUNITY DEVELOPMENT STUDY	???	In Progress	
APPOINTMENT OF NEW FIRE CHIEF	JM/DB	Completed	Legislation pending
TOWN ADMINISTRATOR ENABLING ACT	BD/ALL	Completed	
POET LAUREATE POSITION	KG	In Progress	
<b>COLLECTIVE BARGAINING</b>			
LABOR ADVISORY COMMITTEE	ALL	Ongoing	
GIC TRANSITION	BD/ND	Ongoing	Negotiations over HRA Extension
	BD	In Progress	
RUNKLE SCHOOL/PLAYGROUND	ND	In Progress	
HEATH SCHOOL	KG	In Progress	Devotion Concept Study: System-wide Implications
SCHOOLS FACILITIES PLANNING	BD/ND	Ongoing	
MUDDY RIVER	JM	In Progress	
TOWN HALL GARAGE	DB	In Progress	
LOWER BEACON STREET SEWER SEPARATION	???	In Progress	
MOUNTFORT STREET/COMM AVENUE/BU BRIDGE	ND	Ongoing	
<b>ZONING BYLAW COMMITTEE</b>			
SIGN BYLAW COMMITTEE	KG	In Progress	
PARKING ISSUES	BD	Ongoing	
CODE ENFORCEMENT	JM	Completed	Including Moderator's Committee and Multi-Space Meters
MORMON CHURCH	BD	Ongoing	Including Pleasant/Waldo Street
VIDEO CAMERA OVERSIGHT/LICENSE PLATE READER PROPOSAL	JM	Ongoing	Currently Inactive
MOBILE FOOD TRUCK LICENSING	BD	Ongoing	
PRIVATE UTILITY ISSUES	BD/KG	In Progress	Including double poles
NEWSPAPER RACKS	DB	In Progress	
YOUTH BASEBALL FEE STRUCTURE	KG	In Progress	
BROOKLINE PLACE/VILLAGE SQUARE	BD	In Progress	Includes Emerald Necklace Crossings
CDBG COMMITTEE	ND	Ongoing	

# DRAFT

OLMSTED HILL DEVELOPMENT	BD	In Progress	
CHESTNUT HILL SQUARE	ND	In Progress	
YOUTH CENTER	JM	In Progress	
HANCOCK VILLAGE	ND/KG	In Progress	New development proposal submitted
REVIEW OF PLANNING AND COMMUNITY DEVELOPMENT FUNCTIONS	BD	Ongoing	
PARSONS FIELD MONITORING	ND	Ongoing	
CLEVELAND CIRCLE DEVELOPMENT	DB	Ongoing	
CLIMATE ACTION COMMITTEE	JM	Ongoing	
OPEN SPACE TAX POLICY	ND	In Progress	Planning Committee Underway
FISHER HILL RESERVOIR PARK	DB	In Progress	Regional MOA Executed
BIKE SHARE	JM	In Progress	
SOLID WASTE DISPOSAL & PAYT COMMITTEE	KG	Ongoing	BrookOn-Line Suite Implemented
TECHNOLOGY/GOV 2.0	JM	Ongoing	
ARCHIVE PROJECT	BD	Ongoing	
PUBLISHING DIVERSITY DATA	ALL	In Progress	Initial Report Submitted
WIRELESS FIRE ALARM BOXES	DB	Completed	
RESIDENTIAL ASSESSING/EXEMPTION METHODOLOGY	DB	In Progress	
COMMISSION FOR DISABLED	DB	Ongoing	
COUNCIL ON AGING	ND	Ongoing	
MLK DAY PLANNING COMMITTEE	JM	Ongoing	
FLAG DAY	JM	Ongoing	

BOARD OF SELECTMEN FY 2011 ACTION LIST UPDATED TO REFLECT ACTION THROUGH 10/31/2011		ASSIGNED	STATUS	COMMENT
<b>BUDGET/FINANCE</b>				
1 TOWN/ SCHOOL PARTNERSHIP	BD/ND	Ongoing		
2 AUDIT COMMITTEE	ND	Ongoing		
3 EFFICIENCY INITIATIVE--Implementation	DB	In Progress		Most items have been implemented
<b>REVENUE ITEMS</b>				
4 WATER/SEWER RATES	DB	Completed		Pending review of actual results
5 TAXI MEDALLIONS	KG	In Progress		
6 PLOTS	BD	Ongoing		
7 CABLE LICENSES/ACCESS TELEVISION	DB	Ongoing		Currently inactive
8 TOWN PROPERTY LEASES	KG	Ongoing		
<b>EXPENSE ITEMS</b>				
9 OPER- Implementation	ND	Completed		Funding in place, Investment committee appointed
10 SMALL COMMERCIAL PROPERTY TAX EXEMPTIONS	KG	In Progress		
<b>TOWN GOVERNANCE</b>				
11 TOWN ADMINISTRATOR SCREENING	BD/ND	Completed		
12 POLICE COMMISSIONERS REFERRAL	DB	Completed		
13 TOWN ADMINISTRATOR ENABLING ACT	BD/ALL	Completed		Legislation pending
<b>PERSONNEL/LABOR RELATIONS</b>				
14 COLLECTIVE BARGAINING	ALL	Ongoing		
15 LABOR ADVISORY COMMITTEE	BD/ND	Ongoing		
16 CIVIL SERVICE LEGISLATION	KG	Completed		
17 GIC TRANSITION MONITORING	BD	In Progress		
<b>CI/PI/INFRASTRUCTURE</b>				
18 RUNKLE SCHOOL/PLAYGROUND	ND	In Progress		
19 HEATH SCHOOL	KG	In Progress		
20 SCHOOLS FACILITIES PLANNING	BD/ND	Ongoing		
21 MUDDY RIVER	JM	In Progress		
22 TOWN HALL GARAGE	DB	In Progress		
23 MOUNTFORT STREET/URBAN RING	ND	Ongoing		
<b>REGULATION</b>				
24 ZONING BYLAW COMMITTEE	KG	In Progress		
25 SIGN BYLAW COMMITTEE	BD	Ongoing		
26 PARKING TASK FORCE	JM	Completed		
27 CODE ENFORCEMENT	BD	Ongoing		
28 MORMON CHURCH	JM	Ongoing		Currently inactive
29 EVENT PERMITTING	DB	Completed		
30 VIDEO CAMERA OVERSIGHT	BD	Ongoing		
31 COMPREHENSIVE LICENSING REVIEW	BD/KG	Completed		
32 DOUBLE UTILITY POLES	DB	In Progress		
33 NEWSPAPER RACKS	DB	In Progress		
34 CIVIL WAR MEMORIAL PANELS	BD/DB	Completed		
<b>COMMUNITY DEVELOPMENT</b>				
35 BROOKLINE PLACE/VILLAGE SQUARE	BD	In Progress		
36 COBG COMMITTEE	ND	Ongoing		
37 OLSTED HILL DEVELOPMENT	BD	In Progress		
38 CHESTNUT HILL SQUARE	ND	In Progress		
39 YOUTH CENTER	JM	In Progress		
40 HANCOCK VILLAGE	ND/KG	In Progress		Committee issued Final Report
41 COMMERCIAL AREAS/EDAB	BD	Ongoing		
42 DAVIS PATH STUDY COMMITTEE	DB	Completed		
43 PARSONS FIELD	ND	Ongoing		
<b>ENVIRONMENT/OPEN SPACE</b>				
44 CLIMATE ACTION COMMITTEE	JM	Ongoing		
45 OPEN SPACE TAX POLICY	ND			Planning Committee Underway
46 FISHER HILL RESERVOIR PARK	DB	In Progress		
47 PUTTERHAM GOLF OPERATIONS STUDY	KG	Completed		
48 BIKE SHARE	JM	In Progress		Regional MOA Executed
<b>TOWN OPERATIONS</b>				

49	SOLID WASTE DISPOSAL & PAYT COMMITTEE	KG	Ongoing		
50	TECHNOLOGY/GOV 2.0	JM	Ongoing		BrookOn-Line Suite Implemented
51	ARCHIVE PROJECT	BD	Ongoing		
52	PUBLISHING DIVERSITY DATA	ALL	In Progress		Initial Report Submitted
53	WIRELESS FIRE ALARM BOXES	DB	Completed		
54	RESIDENTIAL ASSESSING/EXEMPTION METHODOLOGY	DB	In Progress		
<b>OTHER</b>					
55	COMMISSION FOR DISABLED	DB	Ongoing		
56	COUNCIL ON AGING	ND	Ongoing		
57	MLK DAY PLANNING COMMITTEE	JM	Ongoing		
58	FLAG DAY	JM	Ongoing		

**ADVISORY COUNCIL OF PUBLIC HEALTH**

<b>BRUCE COHEN, CHAIR</b>	<b>(2013)</b>
<b>PATRICIA MAHER</b>	<b>(2011)</b>
<b>ANTHONY SCHLAFF, MD</b>	<b>(2011)</b>
<b>CHERYL M. LEFMAN</b>	<b>(2013)</b>
<b>MILLY KRAKOW</b>	<b>(2012)</b>
<b>ROBERTA GIANFORTONI</b>	<b>(2012)</b>

**INCUMBENT CANDIDATES**

**ANTHONY SCHLAFF, MD**  
**PATRICIA MAHER**

**NEW CANDIDATES**

In Board of Selectmen  
10/11/2011  
Page 6 of 17

Absent: Richard Benka

## BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions appeared for interview:

Human Relations/Youth Resources  
Laurie Dopkins –*Postponed (absent)*

Advisory Council on Public Health  
Patricia Maher



Patricia Maher has served on the Committee for 7 years. She stated that she is quite engaged and interested in their programs. Ms. Maher has been involved in Brookline 2010, and serves on the Brookline Climate Action Committee. She is interested in continuing to expand the Brookline Tomorrow program, and would like to focus on maintaining a physically active community.

## HUBWAY SYSTEM

Planning and Community Development Director Jeff Levine appeared to provide an update on the Hubway Regional Bicycle Sharing System.

a. Question of review and authorizing the Chair to execute a regional Memorandum of Agreement regarding the fees, revenues, data and related issues from the regional system, subject to final modifications and review of Town Counsel.

### **Vote held**

b. Question of authorizing the use of a \$26,261 from the Gateway East Gift Account (1720SG43 482030) for use as part of the local match for Hubway in Brookline.

c. Question of accepting a \$25,000 donation from Children's Hospital Boston for use as part of the local match for Hubway in Brookline.

Jeff Levine, Director of Planning and Community Development stated that the regional system launched in July. Boston rolled out 60 stations, with four close to Brookline. Brookline is working towards a 2012 launching of the program. Since the Boston launch, there has been 3,400 members of the system. The membership and ridership is well above expectations. A key issue to extend the system to Brookline involves putting together a financial plan. The numbers are not finalized, but the estimated numbers are pretty close. There are two different grant sources; a State grant and a Federal Transit grant. The estimated system cost of \$220,000 will provide the system for three years. This includes two docking stations; each docking station holds about 19 bicycles. The Committee is looking at Coolidge Corner and Brookline Village for these



BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM

RECEIVED  
BOARD OF SELECTMEN  
JUL 14 A 9:33  
TOWN OF BROOKLINE

NAME Patricia Maher

ADDRESS 75 Stearns Rd Brookline, MA 02446

HOME PHONE# 617 738 8408

WORK PHONE# 617 591 6731

E-MAIL ADDRESS patriciaLmahere@gmail.com

MEMBER OF - BOARD/COMMISSION Advisory Committee on Public Health

DO YOU WISH TO BE REAPPOINTED: YES X NO       

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS 1) Helped

launch and support Brookline 2010, now Brookline Tomorrow

to encourage residents, businesses and town organizations

to reduce their carbon emissions. 2) Climate Action Committee

FUTURE GOALS: as representative of Advisory Committee on Public Health,

I hope to continue to work to expand Brookline towns' now

Climate Action today and further work out the integration

of climate change and health as it relates to public health.

In Board of Selectmen  
August 9, 2011  
Page 16 of 17

**VOTED:** To authorize Director of Planning and Community Development Jeff Levine, or his designee, to sign, on behalf of the Town, any required documentation approved by Town Counsel related to such loan.


The Board took a moment to thank Brian Cloonan, Director of Brookline Housing Authority for his many years of service. Mr. Cloonan plans to retire in the near future.

#### **BOARDS AND COMMISSIONS**

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

**Advisory Council on Public Health**  
Dr. Anthony Schlaff

**Board of Appeals**  
Christopher Hussey



**Advisory Council on Public Health** -Dr. Anthony Schlaff is applying for re-appointment. He is a Professor at Tufts University, overseeing the public health program. Dr. Schlaff also works in substance abuse and would like to focus on educating the community on prescription drugs and its proper disposal.

**Board of Appeals** -Christopher Hussey is applying for re-appointment. Mr. Hussey is an Associate Member of the ZBA, applying for a full member appointment. He is an architect having worked on residential, commercial, institutional, historic, and municipal projects over the years. Mr. Hussey has served on several Brookline Boards in the past.

#### **GREEN COMMUNITIES GRANT**

The Board considered the question of approving and executing a Green Communities Grant application.

Assistant Town Administrator Melissa Goff stated that the Town is now eligible to apply for \$215,050 in grant funding for energy efficiency and renewable energy projects. The Town became eligible to apply due to the recent Green Community Designation.

Selectman Mermell added that Climate Action Brookline is in support of the application, however, they have not met yet to officially endorse it.

On motion it was unanimously,

**BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM**

NAME Anthony L Schlaff MD, MPH

ADDRESS 16 Fairbanks St apt 3, Brookline, MA 02446

HOME PHONE# 617 232-2420

WORK PHONE# 617 636-6584

E-MAIL ADDRESS anthony.schlaff@tufts.edu

MEMBER OF - BOARD/COMMISSION A

DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS 1) Assisted Commissioner Bolson on various issues including H1N1 flu; 2) Promoted to Professor at Tufts University; 3) Oversee continued growth of Tufts MPH program

FUTURE GOALS: 1) Continue support of Commissioner Bolson; 2) Increase Brookline's public awareness of role of local public health agency. 3) continue Tufts program growth & quality improvement

**HOUSING ADVISORY BOARD**

ROGER BLOOD, CHAIR	(2012)
KAREN KEPLER	(2011)
RUFUS PHILLIPS	(2011)
KATHY SPIEGELMAN	(2013)
RITA MCNALLY - TENANT.	(2011)
MICHAEL JACOBS- BHA REP.	
STEVE HEIKEN - PLANNING BD REP.	

**INCUMBENT**

KAREN KEPLER  
RUFUS PHILLIPS  
RITA MCNALLY

**NEW CANDIDATES**

7-25-11

BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORMNAME Karen J. KeplerADDRESS 160 Clark Road BrooklineHOME PHONE# 617 739 3579WORK PHONE# 617 574 3568E-MAIL ADDRESS Kjkepler@aol.comMEMBER OF - BOARD/COMMISSION Housing Advisory BoardDO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS (I only served for 1 year.) During the past year I supported the work of the HAB re Olmstead Hill and Trustman Apartments, was a signatory to the TAB letter re

FUTURE GOALS:

• to continue to monitor and support Olmstead Hill; Trustman

• address form documentation/deed rider issues

preserving 40B and assisted the HAB with certain legal issues when they arose.

In Board of Selectmen

April 13, 2010

Page 13 of 32

**ANNUAL TOWN ELECTION WARRANT**


The Board considered the question of executing the Warrant for the May 4, 2010 Annual Town Election.

On motion, it was unanimously,

VOTED: To execute the Warrant for the May 4, 2010 Annual Town Election.

**BOARDS AND COMMISSIONS**

The following candidates for appointment to Boards and Commissions appeared for interview:



**Housing Advisory Board** -Karen Kepler is a real estate partner at the law firm of Goulston & Storrs and specializes in housing and community development. She is the Chair of Senior Housing Committee, American Bar Association, Forum on Affordable Housing, and a Board Member of Lawyer's Clearinghouse on Affordable Housing and Homelessness.

**Brookline Access Television** -Karen Hirsch is the PTO Co-President at the High School. Ms. Hirsch is a freelance graphic designer and serves on the Board of High Output, Inc. New England's largest lighting/production/support services in the film and TV business. She hopes to bring student involvement into Brookline Access Television.

**FY2011 FINANCIAL PLAN**

Review of the following FY2011 Departmental budgets:

Unclassified  
CIP/Debt Interest

**Unclassified**

Deputy Town Administrator Sean Cronin stated that unclassified budget is funded at \$2.8 million and consists of out of state travel, printing warrants and reports, Mass. Municipal dues, general insurance, audit and professional services, contingency fund, liability/catastrophe fund, which was used for the landfill settlement, affordable housing trust fund, stabilization fund, and the reserve fund.

10/4

BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORMNAME Rita McNallyADDRESS 230 St. Paul St.HOME PHONE# 617-730-9812

WORK PHONE# \_\_\_\_\_

E-MAIL ADDRESS ritamc20@aol.comMEMBER OF - BOARD/COMMISSION HAB <sup>Housing</sup> <sup>Advisory</sup> <sup>Board</sup>DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS \_\_\_\_\_

As much affordable housing as  
downturn in economy permitted.FUTURE GOALS: ① Continue to learn andexplore methods to build affordable  
housing units in Brookline.② Observe what comparable  
communities are doing to expand  
affordable housing stock.③ attend CHAPA forums to learn  
what state and Fed resources are or  
will be.

In Board of Selectmen

10/04/2011

Page 3 of 12

Womens Commission -Beth Fagan has a marketing background and is an experienced event planner. There are 6 events a year held by the Commission and feels she could assist in this group with her background in design which could help with marketing materials. Ms. Fagan would like to address the needs of lower income woman in the community.

Housing Advisory Board -Rita McNally is applying for re-appointment. She has been active in this area since the 1980's. She would like to continue working on the Dummer Street Project, which will give the Town 32 low-income units which is much needed. Ms. McNally added that there is great work being done in Homeowners Assistance programs through Town staff. It is difficult to increase affordable housing opportunities now that funding is limited, and many people losing their homes, are seeking help.

## ANNUAL TOWN MEETING WARRANT ARTICLES

Review and possible vote on the following Warrant Articles for the November 15, 2011 Town Meeting:

- | <u>No.</u> | <u>Title</u>                                               |
|------------|------------------------------------------------------------|
| 9.         | Leaf Blowers (Fischer)                                     |
| 11.        | Legislation Removing Brookline from Norfolk County (Lebow) |
| 12.        | Resolution to Abolish Norfolk County (Lebow)               |
| 14.        | Resolution on Multi-Space Meters (Lebow)                   |

### Article 9 -Leaf Blowers (Fischer)

Petitioner Andrew Fisher reviewed the explanation:

Three years ago, in the November 2008 Town Meeting, an article to limit moderately the use of power leaf blowers was narrowly voted no action. The strongest argument against the article was that there were provisions in the newly revised town noise ordinance voted into effect at the same Town Meeting, and a number of Town Meeting members deferred to the new noise ordinance, to give it a chance to control the abuse and excessive noise and use of power leaf blowers. Three years have passed and the noise ordinance has had little noticeable effect at all upon the abuse of power leaf blowers. Thus Town Meeting should revisit a reasonable limitation on the abuse of power leaf blowers.



BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM10/4  
RECEIVED  
BOARD OF SELECTMEN  
2011 AUG -2 A 11:03  
TOWN OF BROOKLINENAME Rufus PhillipsADDRESS 485 Heath StHOME PHONE# 617-738-3305WORK PHONE# 617-723-7878E-MAIL ADDRESS rufusphillips@pcifund.comMEMBER OF - BOARD/COMMISSION Housing Advisory BoardDO YOU WISH TO BE REAPPOINTED: YES X NO       LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS Represented HAR  
on CPBG Advisory Committee. Participated in discussions  
concerning housing development proposals for Olmstead Hill,  
Trustman Apts. and Hancock Village.FUTURE GOALS: Continue to support HAR's goal of  
creating additional affordable housing in Brookline  
and the judicious use of Town resources to  
accomplish thisRufus Phillips  
8/1/2011

In Board of Selectmen  
10/04/2011  
Page 2 of 12

FIRE CHIEF

Question of making an appointment to the position of Fire Chief.

Chairman DeWitt stated that this agenda item is being postponed due to a decision that the Town Administrator made based on negotiations being made with the candidate.

Town Administrator Mel Kleckner stated that he will defer this for one week. There has been a decision made on a candidate, but there needs to be an agreement on the contract. Mr. Kleckner briefed everyone on the process and the steps that were taken by an appointed Screening Committee. There were 53 applicants including several in-house applicants. The Screening Committee and an experienced consultant, union representatives and department heads were involved in the selection process. Mr. Kleckner is confident that an agreement with the candidate can be reached by next week's Selectmen's meeting.

BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

Human Relations/Youth Resources

Georgi Vogel Rosen

Housing Advisory Board

Rufus Philips

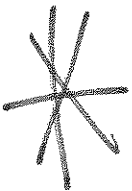
Rita McNally

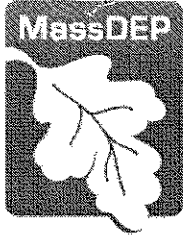
Women's Commission

Beth Fagan

Human Relations/Youth Resources - Georgi Vogel Rosen is interested in civil rights issues. She is involved in anti-Semitism and Islamophobia organizations in a volunteer capacity. She stated that it occurred to her that she usually volunteers outside of Brookline and would like to be involved within the community. She feels this is a good fit for her.

Housing Advisory Board - Rufus Phillips is applying re re-appointment. He is a lender for affordable housing buyers and previously has worked for Mass Housing. He would like to continue looking at new developments, like Hancock Village and its impact on affordable housing. He noted that delayed state funding has made it difficult to expand affordable housing in Brookline, as well as limited land opportunities, making affordable housing a challenging task.





Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK  
Governor

TIMOTHY P. MURRAY  
Lieutenant Governor

RECEIVED  
 BOARD OF SELECTMEN  
 TOWN OF BROOKLINE  
 2011 OCT 31 A 9:59  
 RICHARD K. SULLIVAN JR. Secretary  
 KENNETH L. KIMMELL Commissioner

October 28, 2011

Ms. Betsy DeWitt  
Chair, Board of Selectmen  
Town of Brookline  
333 Washington Street  
Brookline, MA 02445

Dear Ms. DeWitt,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Brookline a Sustainable Materials Recovery Program Municipal Grant. The Town of Brookline will receive up to \$7,500 for a Compactor for the collection and recycling of cardboard.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 21, 2011, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 118 municipalities, regional groups and non-profits, totaling \$2.4 million in requested funds.

The terms and conditions of your grant are outlined in the attached document, which contains key dates and deadlines specific to your award. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources, and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Kenneth L. Kimmell  
Commissioner

cc: Ed Gilbert, Solid Waste Manager



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention  
Sustainable Materials Recovery Program

### Checklist for Drop-off Equipment Grant Award

Name of Municipality: BROOKLINE

#### Instructions:

- Read this document carefully to familiarize yourself with the process and pre-requisites for the grant.
- Fill out this checklist, have it signed by an authorized municipal official, and return it to MassDEP no later than June 15, 2012.
- Once we've received your checklist we'll send you a Grant Agreement. Return the signed Grant Agreement to MassDEP no later than June 30, 2012.
- Expend funds as specified in your Grant Agreement.
- Submit an invoice to MassDEP, for reimbursement of grant expenditures.

All funds must be spent and invoices received by MassDEP by November 1, 2012.

#### STEP ONE: Program Approval

*Check the box below to signify that the necessary approvals have been secured.*

- ☐ The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to place the roll-off or compactor and collect the material at its transfer station or conditionally exempt recycling facility.

#### STEP TWO: Target Materials to be Collected

*In the space below, list the recyclable material(s) to be collected with the awarded equipment:*

\_\_\_\_\_

#### STEP THREE: Collection and Processing Locations

*In the spaces below, provide the name, address, and type of facility where the awarded roll-off or compactor **will be located**:*

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Type: \_\_\_\_\_

(i.e., transfer station, conditionally exempt recycling operation)

**OFFICE OF SELECTMEN****MEMORANDUM**

TO: Board of Selectmen  
FROM: Melissa Goff, Assistant Town Administrator *MG*  
RE: **Electric Vehicle Charging station**  
DATE: November 8, 2011

---

Agenda item 18 is an additional charging station that the Town is eligible to receive because it is procuring an electric vehicle this fiscal year. This station is more basic than the two installed at the Town parking lots, and would be located in the Town Hall garage. The station would not be for public use, and would be used exclusively by the Town-owned electric vehicle (which we hope arrives shortly after the start of the new calendar year). Accepting this station would free up the charging station space at the Town Hall lot previously envisioned for that purpose.

**Recommended Action**

VOTED: To accept a grant for one electric vehicle charging station from Coulomb Technologies and ChargePoint America to serve a town-owned electric vehicle.

\$210,100\*\*

\$210,100\*\*

## THE COMMONWEALTH OF MASSACHUSETTS

## TOWN OF BROOKLINE

## SEWER BOND

The Town of Brookline (hereinafter called the "Municipality") in the County of Norfolk and in The Commonwealth of Massachusetts promises to pay to the Massachusetts Water Resources Authority (hereinafter called the "Authority"), or registered assigns, the sum of Two Hundred Ten Thousand One Hundred Dollars (\$210,100) in installments on November 15 of each year as set forth below, without interest:

<u>Year</u>	<u>Installment</u>
2012	\$42,020
2013	42,020
2014	42,020
2015	42,020
2016	42,020

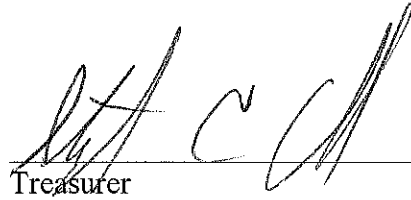
Principal payments on this bond are payable at the offices of the Authority at 100 First Avenue, Charlestown Navy Yard, Boston, Massachusetts 02129. Upon final payment of the principal of this bond the Authority shall cancel this bond and return it to the Municipality.

This bond is the only instrument representing a borrowing of \$210,100 issued by the Municipality pursuant to Chapter 44 of the General Laws as amended and a vote of the Municipality duly passed on the 23rd day of May, 2006. This bond is issued for the purpose of defraying the cost of improvements to the Municipality's sewer system as described in said vote.

This bond is transferable only upon presentation to the Town Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted thereon by the Treasurer with a record of payments.

In Witness Whereof the Municipality has caused this bond to be signed by its Treasurer and countersigned by its Selectmen and the seal of the Municipality to be affixed hereto as of the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Countersigned:

  
\_\_\_\_\_  
Treasurer

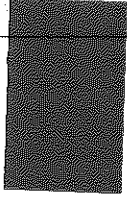
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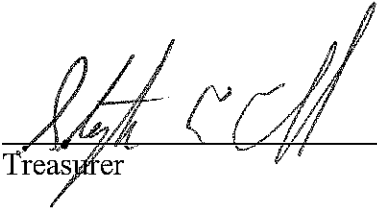
Selectmen

(Town Seal)

In Witness Whereof the Municipality has caused this bond to be signed by its Treasurer  
and countersigned by its Selectmen and the seal of the Municipality to be affixed hereto as of the  
\_\_\_\_\_, 2011.

do of  
NOT  
DATE  
Countersigned:



  
\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Selectmen

(Town Seal)

A SIGN  
SEAL



TOWN OF BROOKLINE, MASSACHUSETTS  
 CERTIFICATE RELATING TO CERTAIN MINUTES OF A  
 MEETING OF THE BOARD OF SELECTMEN

Dated: November 19, 2011

We, the undersigned members of the Board of Selectmen (the "Board") of the Town of Brookline, Massachusetts (the "Town"), hereby certify that the following is a true copy of excerpts from the minutes of a *[regular]* *[special]* \* meeting of the Board duly called and held on \_\_\_\_\_, 2011 at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ (the "Meeting"), pursuant to due and proper notice of the date, time, place and purpose of the Meeting given to each Selectmen. The Meeting was attended by \_\_\_\_\_ ( ) of the five (5) members of the Board, constituting a quorum, who were present and voted throughout; the following vote was duly adopted by vote of \_\_\_\_\_ ( ) yeas, \_\_\_\_\_ ( ) nays and \_\_\_\_\_ ( ) absent (the "Vote").

The Meeting considered the \$210,100 Sewer Bond expected to be issued to the Massachusetts Water Resources Authority.

Thereupon, after full discussion and upon motion duly made and seconded, it was

"VOTED: That the Town Administrator be hereby authorized on behalf of the Town to enter into and to execute a Financial Assistance Agreement and the Town Treasurer be hereby authorized on behalf of the Town to enter into and to execute a Loan Agreement with the Massachusetts Water Resources Authority (the "MWRA") and any other agreements as may be deemed necessary in connection with the issue and sale of an interest free loan in the aggregate principal amount of a \$210,000 Sewer Bond (the "Bond") to MWRA;

That the Bond is authorized pursuant to Chapter 44, Section 7(1), of the General Laws, as amended and supplemented, and being a portion of the \$3,124,065 unissued balanced of the \$5,500,000 Sewer Bonds authorized by a vote of the Town duly adopted under Article 7, Item 73, at the 2006 Annual Town Meeting called for May 23, 2006, shall be an interest free loan in the aggregate principal amount of \$210,100 dated as of its date of issue, and shall be payable \$42,020 on November 15 in each of the years 2012 to 2016, inclusive."

We hereby certify that the foregoing is a true copy of the Vote adopted at the Meeting as appearing in the minutes thereof; that the Meeting was open to the public; that notice stating the place, date, time and purpose of the Meeting was filed with the Town Clerk of the Town of Brookline and a copy thereof was posted in the Town Clerk's office or on the principal official bulletin board of the Town at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the Meeting and remained so posted at the time of the Meeting; that no deliberations or decisions in connection with the Vote were taken in executive session; and

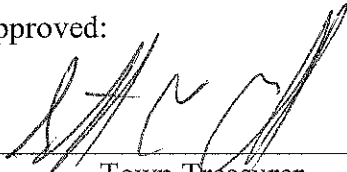
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\* delete inappropriate text

that the official record of the Meeting was made available to the public promptly and will remain available to the public, all in accordance with Chapter 30A, Sections 18-25, of the General Laws, as amended (the "open-meeting law").

We further certify that the aforesaid Vote has not been in any respect, amended or rescinded but still remains in full force and effect as of the date hereof.

Approved:

  
\_\_\_\_\_  
Town Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen

SIGN  
d  
SEAL

I, the undersigned Clerk of the Town of Brookline, Massachusetts, affix hereto the Town seal and my official signature for the purpose of authenticating the foregoing signatures of the Selectmen and the Town Treasurer, and of certifying that each has been duly elected or appointed to, has qualified for and is presently acting in his or her respective office.

I further certify that the aforesaid Vote has not been in any respect amended or rescinded and remains in full force and effect as of the date hereof.

\_\_\_\_\_  
Town Clerk

(TOWN SEAL)

TOWN OF BROOKLINE, MASSACHUSETTS  
 CERTIFICATE RELATING TO CERTAIN MINUTES OF A  
 MEETING OF THE BOARD OF SELECTMEN

Dated: November \_\_\_\_, 2011

DO  
NOT  
DATE

We, the undersigned members of the Board of Selectmen (the "Board") of the Town of Brookline, Massachusetts (the "Town"), hereby certify that the following is a true copy of excerpts from the minutes of a *[regular]* *[special]* \* meeting of the Board duly called and held on \_\_\_\_\_, 2011 at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ (the "Meeting"), pursuant to due and proper notice of the date, time, place and purpose of the Meeting given to each Selectmen. The Meeting was attended by \_\_\_\_\_ ( ) of the five (5) members of the Board, constituting a quorum, who were present and voted throughout; the following vote was duly adopted by vote of \_\_\_\_\_ ( ) yeas, \_\_\_\_\_ ( ) nays and \_\_\_\_\_ ( ) absent (the "Vote").

The Meeting considered the \$210,100 Sewer Bond expected to be issued to the Massachusetts Water Resources Authority.

Thereupon, after full discussion and upon motion duly made and seconded, it was

"VOTED: That the Town Administrator be hereby authorized on behalf of the Town to enter into and to execute a Financial Assistance Agreement and the Town Treasurer be hereby authorized on behalf of the Town to enter into and to execute a Loan Agreement with the Massachusetts Water Resources Authority (the "MWRA") and any other agreements as may be deemed necessary in connection with the issue and sale of an interest free loan in the aggregate principal amount of a \$210,000 Sewer Bond (the "Bond") to MWRA;

That the Bond is authorized pursuant to Chapter 44, Section 7(1), of the General Laws, as amended and supplemented, and being a portion of the \$3,124,065 unissued balanced of the \$5,500,000 Sewer Bonds authorized by a vote of the Town duly adopted under Article 7, Item 73, at the 2006 Annual Town Meeting called for May 23, 2006, shall be an interest free loan in the aggregate principal amount of \$210,100 dated as of its date of issue, and shall be payable \$42,020 on November 15 in each of the years 2012 to 2016, inclusive."

We hereby certify that the foregoing is a true copy of the Vote adopted at the Meeting as appearing in the minutes thereof; that the Meeting was open to the public; that notice stating the place, date, time and purpose of the Meeting was filed with the Town Clerk of the Town of Brookline and a copy thereof was posted in the Town Clerk's office or on the principal official bulletin board of the Town at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the Meeting and remained so posted at the time of the Meeting; that no deliberations or decisions in connection with the Vote were taken in executive session; and

---

\* delete inappropriate text

that the official record of the Meeting was made available to the public promptly and will remain available to the public, all in accordance with Chapter 30A, Sections 18-25, of the General Laws, as amended (the "open-meeting law").

We further certify that the aforesaid Vote has not been in any respect, amended or rescinded but still remains in full force and effect as of the date hereof.

Approved:

  
\_\_\_\_\_  
Town Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Board of Selectmen

SIGN  
a  
SEAL

I, the undersigned Clerk of the Town of Brookline, Massachusetts, affix hereto the Town seal and my official signature for the purpose of authenticating the foregoing signatures of the Selectmen and the Town Treasurer, and of certifying that each has been duly elected or appointed to, has qualified for and is presently acting in his or her respective office.

I further certify that the aforesaid Vote has not been in any respect amended or rescinded and remains in full force and effect as of the date hereof.

(TOWN SEAL)

\_\_\_\_\_  
Town Clerk

TOWN OF BROOKLINE, MASSACHUSETTS  
 CERTIFICATE RELATING TO CERTAIN MINUTES OF A  
 MEETING OF THE BOARD OF SELECTMEN

Dated: November 20, 2011

We, the undersigned members of the Board of Selectmen (the "Board") of the Town of Brookline, Massachusetts (the "Town"), hereby certify that the following is a true copy of excerpts from the minutes of a *[regular]* *[special]* \* meeting of the Board duly called and held on \_\_\_\_\_, 2011 at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ (the "Meeting"), pursuant to due and proper notice of the date, time, place and purpose of the Meeting given to each Selectmen. The Meeting was attended by \_\_\_\_\_ ( ) of the five (5) members of the Board, constituting a quorum, who were present and voted throughout; the following vote was duly adopted by vote of \_\_\_\_\_ ( ) yeas, \_\_\_\_\_ ( ) nays and \_\_\_\_\_ ( ) absent (the "Vote").

The Meeting considered the \$210,100 Sewer Bond expected to be issued to the Massachusetts Water Resources Authority.

Thereupon, after full discussion and upon motion duly made and seconded, it was

"VOTED: That the Town Administrator be hereby authorized on behalf of the Town to enter into and to execute a Financial Assistance Agreement and the Town Treasurer be hereby authorized on behalf of the Town to enter into and to execute a Loan Agreement with the Massachusetts Water Resources Authority (the "MWRA") and any other agreements as may be deemed necessary in connection with the issue and sale of an interest free loan in the aggregate principal amount of a \$210,000 Sewer Bond (the "Bond") to MWRA;

That the Bond is authorized pursuant to Chapter 44, Section 7(1), of the General Laws, as amended and supplemented, and being a portion of the \$3,124,065 unissued balanced of the \$5,500,000 Sewer Bonds authorized by a vote of the Town duly adopted under Article 7, Item 73, at the 2006 Annual Town Meeting called for May 23, 2006, shall be an interest free loan in the aggregate principal amount of \$210,100 dated as of its date of issue, and shall be payable \$42,020 on November 15 in each of the years 2012 to 2016, inclusive."

We hereby certify that the foregoing is a true copy of the Vote adopted at the Meeting as appearing in the minutes thereof; that the Meeting was open to the public; that notice stating the place, date, time and purpose of the Meeting was filed with the Town Clerk of the Town of Brookline and a copy thereof was posted in the Town Clerk's office or on the principal official bulletin board of the Town at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the Meeting and remained so posted at the time of the Meeting; that no deliberations or decisions in connection with the Vote were taken in executive session; and

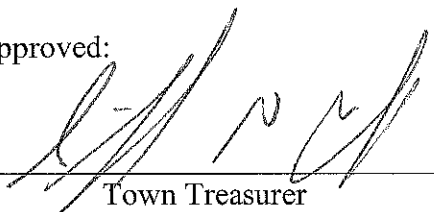
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\* delete inappropriate text

that the official record of the Meeting was made available to the public promptly and will remain available to the public, all in accordance with Chapter 30A, Sections 18-25, of the General Laws, as amended (the "open-meeting law").

We further certify that the aforesaid Vote has not been in any respect, amended or rescinded but still remains in full force and effect as of the date hereof.

Approved:

  
\_\_\_\_\_  
Town Treasurer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board of Selectmen



I, the undersigned Clerk of the Town of Brookline, Massachusetts, affix hereto the Town seal and my official signature for the purpose of authenticating the foregoing signatures of the Selectmen and the Town Treasurer, and of certifying that each has been duly elected or appointed to, has qualified for and is presently acting in his or her respective office.

I further certify that the aforesaid Vote has not been in any respect amended or rescinded and remains in full force and effect as of the date hereof.

\_\_\_\_\_

Town Clerk

(TOWN SEAL)

TOWN OF BROOKLINE, MASSACHUSETTS  
 CERTIFICATE RELATING TO CERTAIN MINUTES OF A  
 MEETING OF THE BOARD OF SELECTMEN

Dated: November <sup>DO NOT</sup> ~~16~~ <sup>17</sup>, 2011

We, the undersigned members of the Board of Selectmen (the "Board") of the Town of Brookline, Massachusetts (the "Town"), hereby certify that the following is a true copy of excerpts from the minutes of a *[regular]* *[special]* \* meeting of the Board duly called and held on \_\_\_\_\_, 2011 at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ (the "Meeting"), pursuant to due and proper notice of the date, time, place and purpose of the Meeting given to each Selectmen. The Meeting was attended by \_\_\_\_\_ ( ) of the five (5) members of the Board, constituting a quorum, who were present and voted throughout; the following vote was duly adopted by vote of \_\_\_\_\_ ( ) yeas, \_\_\_\_\_ ( ) nays and \_\_\_\_\_ ( ) absent (the "Vote").

The Meeting considered the \$210,100 Sewer Bond expected to be issued to the Massachusetts Water Resources Authority.

Thereupon, after full discussion and upon motion duly made and seconded, it was

"VOTED: That the Town Administrator be hereby authorized on behalf of the Town to enter into and to execute a Financial Assistance Agreement and the Town Treasurer be hereby authorized on behalf of the Town to enter into and to execute a Loan Agreement with the Massachusetts Water Resources Authority (the "MWRA") and any other agreements as may be deemed necessary in connection with the issue and sale of an interest free loan in the aggregate principal amount of a \$210,000 Sewer Bond (the "Bond") to MWRA;

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We hereby certify that the foregoing is a true copy of the Vote adopted at the Meeting as appearing in the minutes thereof; that the Meeting was open to the public; that notice stating the place, date, time and purpose of the Meeting was filed with the Town Clerk of the Town of Brookline and a copy thereof was posted in the Town Clerk's office or on the principal official bulletin board of the Town at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the Meeting and remained so posted at the time of the Meeting; that no deliberations or decisions in connection with the Vote were taken in executive session; and


---

\* delete inappropriate text

that the official record of the Meeting was made available to the public promptly and will remain available to the public, all in accordance with Chapter 30A, Sections 18-25, of the General Laws, as amended (the "open-meeting law").

We further certify that the aforesaid Vote has not been in any respect, amended or rescinded but still remains in full force and effect as of the date hereof.

Approved:

  
\_\_\_\_\_  
Town Treasurer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board of Selectmen

*Sign  
Seal*

I, the undersigned Clerk of the Town of Brookline, Massachusetts, affix hereto the Town seal and my official signature for the purpose of authenticating the foregoing signatures of the Selectmen and the Town Treasurer, and of certifying that each has been duly elected or appointed to, has qualified for and is presently acting in his or her respective office.

I further certify that the aforesaid Vote has not been in any respect amended or rescinded and remains in full force and effect as of the date hereof.

\_\_\_\_\_

Town Clerk

(TOWN SEAL)





**TOWN OF BROOKLINE**  
*Massachusetts*

**DEPARTMENT OF PUBLIC WORKS**  
Engineering & Transportation Division

*Andrew M. Pappastergion*  
Commissioner  
*Peter M. Ditto, PE*  
Director

November 2, 2011

Board of Selectmen  
Town Hall  
Brookline, MA 02445

RE: PW/12-14 Repairing Guardrail along Newton Street

Dear Board Members:

Four proposals were requested and received for Repairing Guardrail along Newton Street, Contract No. PW/12-14. The work will include replacing 1610 linear feet of guardrail. The three lowest bids received are as follows:

Commonwealth Guardrail	\$19,201.50
DeLucca	\$22,690.20
Premier Fence	\$24,580.80

The Department of Public Works recommends that this Contract be **awarded** and **executed** with Commonwealth Guardrail, 132 Apremont Way, Westfield, MA 01085 in the amount of \$19,201.50.

Very truly yours,

*Andrew M. Pappastergion*  
Andrew M. Pappastergion  
Commissioner of Public Works

## FORM FOR GENERAL BID

THIS SECTION MUST BE FILLED OUT

I. CONTRACTOR INFORMATION

NAME OF COMPANY: Commonwealth Guardrail

ADDRESS: 132 Apremont Way

CITY/ST/ZIP: Westfield, MA 01085

TELEPHONE: 413 572 6800

EMAIL: "Allen Rosner" <allen@commonwealthguardrail.com>

SS NO. OR FID NO.: 04-317-8168

PERSON PRICING: Allen Rosner

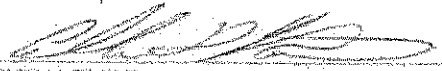
TITLE: President

Attached Bid Documents

**FORM OF AGREEMENT**  
**CONTRACT SIGNATURES**

**CONTRACTOR'S AUTHORIZED SIGNATORY:**

The undersigned parties have signed or identified all parts of these documents; this contract being itself signed in these counterparts.

  
 \_\_\_\_\_  
 SIGNATURE

President  
 \_\_\_\_\_

TITLE

Commonwealth Guardrail, Inc.  
 \_\_\_\_\_  
 COMPANY

November 2, 2011  
 \_\_\_\_\_

DATE

**BOARD OF SELECTMEN AUTHORIZED SIGNATORY:**

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

**CERTIFICATION OF COMPTROLLER:**

The undersigned hereby certifies, pursuant to M.G.L. c. 44, p. 31C, that an appropriation in the amount of this contract has been made and is available therefore. The undersigned hereby further certifies that an officer or agent of the Town of Brookline has been authorized to execute this contract and to approve all requisitions and change orders.

\_\_\_\_\_  
 SIGNATURE

Comptroller  
 \_\_\_\_\_

TITLE

\_\_\_\_\_  
 DATE

**APPROVED AS TO FORM:**

\_\_\_\_\_  
 SIGNATURE

Town Counsel  
 \_\_\_\_\_

TITLE

\_\_\_\_\_  
 DATE

# Town Of Brookline

## Contract Coding Approval Form

PW 12-141

Department: DPW EngineeringVendor Name : Commonwealth Guardrail, Inc.Vendor Number : \_\_\_\_\_ Amount of Contract \$19,201.50Contract # : PW/12-141

Purpose of Contact:

<b>Description:</b>	
	Repair Guardrail along Newton Street

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
4911K039	6T0038			19,201.50

\* For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: *[Signature]* Date 10/18/11

Comptroller Approval of Coding and Funds Availability

Funds Available *[Signature]*  
ComptrollerCodes correct *[Signature]*  
Comptroller
10/18/11  
 Date Approved by Comptroller



**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

September 12, 2011

*Andrew M. Pappastergion, PE*  
*Commissioner*

To Guard Rail Contractor

Re: Guardrail Repair along Newton Street  
Request for Quote

From: Brookline DPW/ Engineering Division  
Attn: Robert Kefalas  
333 Washington Street, 4<sup>th</sup> Floor  
Brookline, MA  
Tele 617-730-2316 rkefalas@brooklinema.gov

**Scope of Work:** The Contractor shall obtain and furnish all labor, equipment, and materials to provide a fully functional guardrail system. The contractor will also be responsible for traffic cones and obtaining a Street Occupancy permit from Brookline DPW (fee will be waived). All police details will be paid directly by the Town of Brookline. Work hours will be between 7AM to 3 PM . Work to be completed before October 30, 2011. **All quotes must be returned to Robert Kefalas on or before Friday, September 16, 2011,**

**Guardrail Repair Description:** The work specified herein consists of the removal and disposal of existing damaged guardrail material and furnishing and installing new guardrail along with necessary new materials. Unless otherwise authorized by the project Engineer the replacement of parts or materials shall be replaced with like materials. The guardrail shall be repaired or reset in accordance with the Commonwealth of Mass. DPW 1988 edition of Standard Specifications for Highways, Bridges and Waterways, and construction standards. All new materials must be approved by the project Engineer. The Contractor shall use caution in removing existing guardrail so as to prevent damage to materials to be reused (posts and wood blocks). The Contractor shall furnish new materials as required to complete the guardrail repair. All hardware and steel rail on repaired sections of guardrail shall be new. Steel posts with no damage may be reset with prior approval from the Engineer; timber posts in damaged sections shall be replaced.

**Utilities:** The Contractor is required to notify dig safe to mark any underground utilities. The Contractor is also responsible for contacting the owners of any overhead utilities that could pose unsafe working conditions.

**Maintenance of Traffic:** The Contractor is responsible for the Maintenance of Traffic in accordance with MUTCD Work Zone Traffic Control guidelines. These requirements are to be considered as minimum and the Contractor's compliance will in no way relieve the Contractor of final responsibility for providing adequate traffic control devices for the protection of the public and the Contractor's employees throughout the work area. Maintenance of traffic compensation will be included in the contract prices. No separate payment will be made for maintenance of traffic.

**Cleanup:** The Contractor will remove all debris, including original guardrail materials from the right-of-way at the end of each workday. The Contractor will haul off and dispose of all unsalvageable material. All costs for removing, transporting, unloading, or disposing of material will be included in the contract price. Site cleanup will not be paid for separately but will be considered incidental to the work being performed.

**Repair Locations:** Newton Street, Town of Brookline. (See attached locus map)

**Estimate of Materials to be replaces:**

1610 Linear Feet of Guardrail	X	\$ 11.15	per foot	=	17,951.50
7 Terminal ends	X	\$ 50.00	each	=	350.00
18 Posts and Blocks Replaced	X	\$ 50.00	each	=	900.00

Total Price \$ 19,201.50

Total Price (written in Words) Nineteen thousand two hundred one dollars and fifty cents

Name of Company Commonwealth Guardrail, Inc.

Name of Person Signing bid Allen D. Rosner

Signature



Date

September 15, 2011

# Town of Brookline Quotation Form

(Attach Completed Form to Requisition and submit to Purchasing)

Date: Sept 16, 2011  
 Department Name: DPW/Engineering

Vendor #1      Vendor #2      Vendor #3      Vendor #4

Item No.	Quantity	Specifications	Commonwealth		DeLucca		Premier Fence		Steelco Fence	
			Unit	Total	Unit	Total	Unit	Total	Unit	Total
	1610	Linear Feet of Guardrail	\$11.15	\$17,951.50	\$13.22	\$21,284.20	\$14.28	\$22,990.80	\$19.50	\$31,395.00
	7	Terminal Ends	\$50.00	\$350	\$62.00	\$434.00	\$60	\$420.00	\$98	\$686.00
	18	Posts and Bocks Replaced	\$50.00	\$900	\$54	\$972.00	\$65	\$1,170.00	\$243	\$4,374
<b>Total:</b>				\$19,201.50		\$22,690.20		\$24,580.80		\$36,455.00
<b>FOB:</b>										
<b>Payment Terms:</b>										
<b>Contact person's name:</b>			Allen Rosner		James DeLucca		David Baines		Charles Bailow	
<b>Delivery Date/Notes:</b>										

## Instructions for Using Quotation Form

Chapter 30B requires that if you are going to spend \$5000 or more, but less than \$24,999 on supplies or services, you must attempt to solicit at least three oral or written quotes and award the contract to the reasonable vendor who gives you the lowest quote that meets your purchase description. This form is to help simplify the quote process by providing a form that can be easily filled out and attached to a requisition. The following instructions should help in using this form.

1. Define what is required, including quantity and specifications.
2. Select three vendors to solicit quotes from. Write the company names in the spaces provided at the top of the form.
3. Give all companies the same information and ask for the following information: Unit Price, Total Price, and Shipping Charges, if any apply. The following definitions may help:
  - **FOB:** This is stated as *Delivered* or *Shipping Point*. A price quoted as *delivered* means that the shipping costs are included in the price. A price quoted *shipping point*, means that the Town is responsible for the material when the vendor gives it to the carrier.
  - **Payment Terms:** This describes any discount the vendor may offer for prompt payment. e.g. 2% net 20
  - **Delivery Date/Notes:** It is important to ask when the vendor can deliver the goods, if a vendor with the lowest price can not deliver the supplies when needed, then it may be necessary to look at the next lowest vendor.

Please remember to be fair to all companies. They are expected to give their best price when quoting. Do not reveal any quote to another company until the award has been made. This avoids the appearance of giving any vendor an unfair advantage.

Friday, November 04, 2011 9:03:48 AM

From:  **Tony Guigli** 



Subject: BOS Meeting

To:  **Sean Cronin**

Cc:  **Michael Shepard**  **Patty Parks**  **Jan LaVoie** 

Sean:

Please add the following 2 change orders and one contract amendment to the agenda:

Runkle School Renovations and Additions:

1. Design Partnership of Cambridge, Contract Amendment #12, increase \$6,200., RAM (Release Abatement Measure) plan for regulatory compliance and closure of an oil release to soil mitigation.

2495C165 524003 This has been approved by the Comptrollers Office.

2. G&R Construction, Change Order #17, increase \$35,472.00, various changes to the work including partitions, plumbing and structural work changes

3. G&R Construction, Change Order #18, increase \$44,050.00, various changes to the work including blown in foam insulation at deck flutes at roof edge, hardware, light fixture, structural changes and added soffit at Room B-127

The code for #2 and #3 above is 2594C165 6C0002, both are at the Comptrollers Office for confirmation of same.

Thank you.



# 21. - 2

## TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

### PURCHASE ORDER CHANGE FORM

INVOICE DATE; 13-Sep-11

TO:	Design Partnership of Cambridge 500 Rutherford Ave Charlestown MA 02129
-----	-------------------------------------------------------------------------------

Purchase Order Number

20098045

Vendor Number

39970

PAYMENT AMOUNT

\$6,200.00

BUDGET 2,590,163.68  
BALANCE

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C165		<del>600002</del>

524003

FOR: Renovation and Additions to Runkle School

Contract Amendment	Date	
12	09/07/2011	RAM plan for DEP

AMOUNT

\$6,200.00

#### BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cha

George Cole

Kenneth Kaplan

David Pollak

#### BOARD OF SELECTMEN

APPROVAL OF:

Betsy DeWitt, Chairman

Nancy Daly

Jesse Mermell

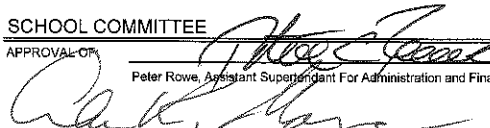
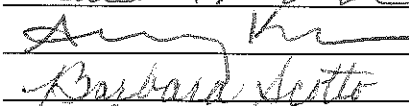
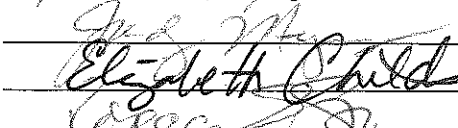
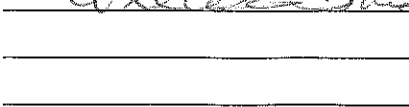
Richard W. Benka

Kenneth M. Goldstein

#### SCHOOL COMMITTEE

APPROVAL OF:

Peter Rowe, Assistant Superintendent For Administration and Finance



# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

### AMENDMENT NO. Twelve

**WHEREAS**, the Town of Brookline ("Owner") and Design Partnership of Cambridge, Inc. (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Renovations and Additions to the John D. Runkle School ("Project") on 10 March 2009 ("Contract")

**WHEREAS**, effective as of \_\_\_\_\_ 2011, the Parties wish to amend the Contract:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform Professional Services Related to regulatory compliance and closure of an oil release to soil mitigated as a Release Abatement Measure (RAM) per the attached proposal dated 14 September 2011.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

<b>Fee for Basic Services:</b>	<b>Original Contract</b>	<b>After this Amendment</b>
Feasibility Study Phase	<u>\$175,000.00</u>	<u>\$178,500.00</u>
Schematic Design Phase	<u>\$309,000.00</u>	<u>\$309,000.00</u>
Design Development Phase	<u>\$</u>	<u>\$362,120.63</u>
Construction Document Phase	<u>\$</u>	<u>\$802,875.00</u>
Bidding Phase	<u>\$</u>	<u>\$ 58,000.00</u>
Construction Phase	<u>\$6,200</u>	<u>\$553,460.00</u>
Completion Phase	<u>\$</u>	<u>\$24,000.000</u>
<b>Total Fee</b>	<u>\$484,000.00</u>	<u>\$2,287,955.63</u>

This Amendment is a result of: Added Professional Services Related to regulatory compliance and closure of an oil release to soil mitigated as a Release Abatement Measure (RAM).

3. The Construction Budget shall be as follows:

Original Budget:	\$ 22,525,241.00
Amended Budget	\$ 22,525,241.00

4. The Project Schedule shall be as follows:

Original Schedule:

See Article 8.3 of Contract

Amended Schedule

Unchanged

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER (See Attached Signature Sheet)

\_\_\_\_\_  
(print name)  
\_\_\_\_\_  
(print title)  
By \_\_\_\_\_  
(signature)  
Date \_\_\_\_\_

DESIGNER

David R. Finney  
(print name)  
President  
(print title)  
By \_\_\_\_\_  
(signature)  
Date 9-23-11

Designpartnership  
OF CAMBRIDGE

September 14, 2011

Mr. Tony Guigli  
Project Director  
Building Department  
333 Washington Street  
Brookline, MA 02445

HOOD BUSINESS PARK  
500 RUTHERFORD AVENUE  
CHARLESTOWN, MA 02129

Re: Proposal for Professional Services Related to Oil Contaminated Soil  
The Runkle School in Brookline, Massachusetts  
DPC Project No. 2901  
Town of Brookline Amendment Number 12

Dear Mr. Guigli:

T 617.241.9800

F 617.241.5143

Design Partnership of Cambridge, Inc. (DPC) is pleased to offer this **revised** proposal for services related to regulatory compliance and closure of an oil release to soil mitigated as a Release Abatement Measure (RAM) to be provided by CDW Consultants:

117 MIDLAND AVENUE

GARFIELD, NJ 07206


The scope of work is as described in the **updated** and attached proposal from CDW Consultants to Design Partnership of Cambridge dated September 7, 2011.

Total Not To Exceed Amount: \$6,200.00

We will notify you in advance of reaching this amount and will not proceed beyond this amount without prior authorization.

Please indicate your acceptance of the above proposal by signature below and return a copy for our records.

Sincerely,



Gregg W. Schroeder, AIA  
Principal

Town of Brookline, represented by  
Tony Guigli, Project Director

Date: \_\_\_\_\_



**CDW CONSULTANTS, INC.**  
CIVIL & ENVIRONMENTAL ENGINEERS

PRINCIPALS AND ASSOCIATE

Yee Cho, P.E., L.S.P.  
Kathleen Campbell, P.E., L.S.P., LEED, AP  
John Goodhall, P.E.

September 7, 2011

Gregg Schroeder, AIA  
Design Partnership of Cambridge, Inc.  
500 Rutherford Avenue  
Charlestown, Massachusetts 02129

Re: Professional Services to Complete Regulatory Closure Relative to  
Oil Contaminated Soil  
Runkle School, Brookline MA  
CDW Project #1242

Dear Mr. Schroeder:

CDW Consultants, Inc. (CDW) is pleased to present this proposal for services related to regulatory compliance and closure of an oil release to soil mitigated as a Release Abatement Measure (RAM) during construction at the John D. Runkle School ("Site") in the City of Brookline, Massachusetts. Our proposal includes the Scope of Services, Schedule of Services, Fee for Services, and Terms and Conditions.

## **1.0 SCOPE OF SERVICES**

### **1.1 Regulatory Compliance/Closure**

- (a) CDW will compile all data collected and field observations made to ensure that the remediation has been completed in accordance with the Massachusetts Contingency Plan.
- (b) CDW will prepare a RAM Completion Report with the results of the soil excavation, characterization, and disposal for submittal to the DEP. The report will also include the results of confirmatory sampling and inspections.
- (c) CDW will prepare a Response Action Outcome Statement for submittal to DEP to achieve regulatory closure for the oil contaminated soil release at the Site.
- (d) CDW will provide appropriate public involvement activities in accordance with 310 CMR 40.1400 through 40.1406.

## **2.0 SCHEDULE OF SERVICES**

CDW will commence work on this project upon receipt of written authorization to proceed. The anticipated completion and submission of the RAM Completion Report and Response Action Outcome Statement is no later than October 10, 2011. Other proposed services, if required herein, will depend upon your schedule for completion.



Mr. Gregg Schroeder  
September 7, 2011  
Page 2

### 3.0 FEE FOR SERVICES

For this project as defined in Article 1.0, "Scope of Services" compensation shall be on a time and materials basis not to exceed \$6,200 (Six Thousand Two Hundred Dollars). Invoices will be submitted on a monthly basis for payment. Additional services, if required to complete this scope, will be billed at CDW's standard labor rates after receipt of written authorization to proceed:

Principal	\$ 140.00 per hour
Project Manager	\$ 100.00 per hour
Project Engineer/Scientist	\$ 85.00 per hour
Direct expenses:	\$ at cost + 10%
Mileage: \$ 0.50/Mile	

### 4.0 TERMS AND CONDITIONS

CDW will accept applicable Terms and Conditions of the Contract for Designer Services (i.e., the Prime Agreement) between the Town of Brookline and Design Partnership of Cambridge, Inc.

Please sign a copy of this agreement. Retain a copy for your files and return the other to us; the receipt of which shall constitute Notice-to Proceed. If you have any questions, please do not hesitate to contact Kathleen Campbell at extension 23. Thank you for considering CDW Consultants.

Very truly yours,

CDW CONSULTANTS, INC.

Kathleen Campbell, PE, LSP, LEED AP  
Vice President

AGREED AND ACCEPTED BY CLIENT:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**CHANGE ORDER****CHANGE ORDER NO:** 017**PROJECT:** John D. Runkle School**CHANGE ORDER DATE:** November 08, 2011**PROJECT NO:** Job #2901**CONTRACT DATE:** November 10, 2010**OWNER:** Town of Brookline, MA

**GENERAL CONTRACTOR** G & R Construction Inc.  
253 Centre Street  
Quincy, MA 02169

**ARCHITECT:** Design Partnership of  
Cambridge, Inc.  
500 Rutherford Avenue  
Charlestown, MA 02129

The Contract is hereby changed as following:

Item	CR #	Date	Description	Amount
001	19	9/06/11	Provide 10G Partitions at Art Rooms A302 and A303.	\$2,689.00
002	26	9/13/11	Provide 10G Partition on South Wall & Plaster Finish at Library.	\$5,894.00
003	82	7/05/11	Revise Structural Steel Elevations at Roof Framing.	\$2,232.00
004	94	9/26/11	Provide Plumbing Chase for Wall Hydrant.	\$429.00
005	115	9/13/11	Provide Rain Water Leaders at Main Entrance Columns.	\$6,694.00
006	122	9/15/11	Detail Revisions at Cafeteria/Gym Steel Roof Framing.	\$7,072.00
007	125	9/02/11	Stiffen New and Existing Beam Penetrations.	\$8,715.00
008	127	9/23/11	Provide Bent Angles for Slab to Wall Connections at the Wedge.	\$1,747.00
				<b>\$35,472.00</b>

The original Contract Sum was: ..... \$20,715,300.00  
 Net change by previously authorized Change Orders: ..... \$576,378.00  
 The Contract Sum prior to this Change Order was: ..... \$21,291,678.00  
 The Contract Sum is increased by this Change Order: ..... \$35,472.00  
 The new Contract Sum including this Change Order is: ..... \$21,327,150.00  
 The Contract Time is unchanged: ..... 730 ± Days  
 The Date that the work must be Substantially Complete is therefore: ..... Unchanged

In accordance with MGL Ch. 44 §31C, certification is hereby made that an appropriation of funds has been made that is sufficient to cover the costs of this change.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Not valid until signed by the Owner, Architect and Contractor.

Signatures indicate agreement herewith, including adjustment in the Contract Time and Contract Sum.

<b>Architect:</b> The Design Partnership of Cambridge, Inc. 500 Rutherford Ave. Charlestown, MA 02129	<b>Owner:</b> Town of Brookline Brookline Building Commission	<b>General Contractor:</b> G & R Construction, Inc. 253 Centre Street Quincy, MA. 02169
----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

By: \_\_\_\_\_ By: \_\_\_\_\_ By: *R. J. M. P.*

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: *10-12-11*

Reviewed: **Owner's Project Manager:** By: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: ☒ Owner ☒ Town accountant  
☒ Owner's Project Manager ☒ Contractor ☒ DPC Inc

DRAFT

**CHANGE ORDER****CHANGE ORDER NO:** 018**PROJECT:** John D. Runkle School**CHANGE ORDER DATE:** November 08, 2011**PROJECT NO:** Job #2901**CONTRACT DATE:** November 11, 2010**OWNER:** Town of Brookline, MA

**GENERAL CONTRACTOR** G & R Construction Inc.  
253 Centre Street  
Quincy, MA 02169

**ARCHITECT:** Design Partnership of  
Cambridge, Inc.  
500 Rutherford Avenue  
Charlestown, MA 02129

The Contract is hereby changed as following:

Item	CR #	Date	Description	Amount
001	29-R2	10/14/11	Provide Blown in Foam Insulation at Deck Flutes at Roof Edge.	\$32,045.00
002	76-R2	10/26/11	Provide Structural Reinforcing of Floor Opening in Room A-209.	\$8,000.00
003	134	09/30/11	Change 2 x 4 Light Fixtures to 1 x 4 Fixtures in 7 Admin. Offices.	\$2,955.00
004	132	09/29/11	Add GWB Soffit to Room B-127 per Coordination Drawings.	\$440.00
005	145	10/25/11	Provide Manufacturer's Continuous Hinge at Aluminum Doors.	\$810.00
				<b>\$44,050.00</b>

The original Contract Sum was: ..... \$20,715,300.00  
 Net change by previously authorized Change Orders: ..... \$611,850.00  
 The Contract Sum prior to this Change Order was: ..... \$21,327,150.00  
 The Contract Sum is increased by this Change Order: ..... \$44,050.00  
 The new Contract Sum including this Change Order is: ..... \$21,371,200.00  
 The Contract Time is unchanged: ..... 0 Days  
 The Date that the work must be Substantially Complete is therefore: ..... Unchanged

In accordance with MGL Ch. 44 §31C, certification is hereby made that an appropriation of funds has been made that is sufficient to cover the costs of this change.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Not valid until signed by the Owner, Architect and Contractor.

Signatures indicate agreement herewith, including adjustment in the Contract Time and Contract Sum.

**Architect:**  
The Design Partnership of Cambridge, Inc.  
500 Rutherford Ave.  
Charlestown, MA 02129

**Owner:**  
Town of Brookline  
Brookline Building Commission

**General Contractor:**  
G & R Construction, Inc.  
253 Centre Street  
Quincy, MA. 02169

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed: Owner's Project Manager: By: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:  
☐ Owner's Project Manager

☐ Owner  
☐ Contractor

☐ Town accountant  
☐ DPC Inc





BOARD OF SELECTMEN

IRTSY DEWITT, CH  
NANCY A. DAI  
JESSE MERRI  
RICHARD W. BE  
KENNETH M. GOLD

## TOWN OF BROOKLINE

## APPLICATION FOR A SPECIAL ALCOHOLIC BEVERAGE LICENSE

Date SEPT 27 2011

ELVIN A. KLE  
Town Administrator

I hereby make application for a SPECIAL ALCOHOLIC BEVERAGE LICENSE for the  
purpose of selling and dispensing wines and malt beverages permitted by law at a

ALUMNI RECEPTION

(state whether meeting, banquet, concert, picnic, wedding, etc.)

which is to be held by WHELOCK COLLEGE  
(Name of Organization)

200 THE RIVERWAY BOSTON MA 02215  
(Address of Organization)

an EDUCATIONAL organization, on the 9th day of NOVEMBER 2011  
between the hours of 6PM and 8PM at the following described place

43 HAWES STREET BROOKLINE MA 02446

Complete name and address of officer of non-profit organization applying:

Name: SUSAN M. MACKAY Title: COORDINATOR OF CAMPUS SERVICES Address: 200 THE RIVERWAY BOSTON MA 02215

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of malt or wine beverages are to be available for sale: \_\_\_\_\_

8-10 bottles of wine2) What is the maximum number of people to attend? 253) What is the age group of people to attend? 22-70+4) Are you charging an admission fee? NO

## APPENDIX B (cont'd)

5) How will alcoholic beverages be dispensed or served and by whom? \_\_\_\_\_

BEVERAGES WILL BE SERVED FROM 1 STATION BY ATIPS CERTIFIED BARTENDER

6) If any attending are under age 21, what method will be used to check I.D. and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

NO ~~CONSUME~~ UNDERAGE ATTENDEES

7) Will a police detail or other types of security be provided? No

If "Yes" what type and how many? \_\_\_\_\_

Note: Police details are arranged for by contacting the Brookline Police Department.

8) Name of the official, employee, or representative of the organization who will be present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure that it is properly controlled and that all the State and Town laws and regulations, including liquor licensing laws and regulations, are complied with \_\_\_\_\_

SUSAN M. MACKAY 200 THE RIVERWAY BOSTON MA 02215 (617) 899-6603  
(Name) (Address) (Telephone) 617-879-2313

9) I certify that I, as COORDINATOR OF of the organization have been duly  
OLYMPUS SERVICES  
authorized to apply for this license on behalf of the organization, and that I will be responsible for the property  
observance of all the laws governing this license.

Susan M. Mackay  
Signature



BOARD OF SELECTMEN

LETBY DEWITT, CH. MAN  
NANCY A. DAI  
JESSE MERME  
RICHARD W. DE  
KENNETH M. GOLD IN

MELVIN A. KLEC  
Town Administrator

TOWN OF BROOKLINE  
APPLICATION FOR A SPECIAL ALCOHOLIC BEVERAGE LICENSE

Date SEPT. 27, 2011

I hereby make application for a SPECIAL ALCOHOLIC BEVERAGE LICENSE for the  
purpose of selling and dispensing wines and malt beverages permitted by law at a \_\_\_\_\_

RECEPTION

(state whether meeting, banquet, concert, picnic, wedding, etc.)

which is to be held by WHEELOCK COLLEGE  
(Name of Organization)

200 THE RIVERWAY BOSTON MA 02215  
(Address of Organization)

a(n) EDUCATIONAL organization, on the 17<sup>th</sup> day of NOVEMBER 2011

between the hours of 6pm and 8pm at the following described place \_\_\_\_\_

43 HAWES STREET BROOKLINE, MA 02446

Complete name and address of officer of non-profit organization applying:

Name: SUSAN M. MACKEY Title: COORDINATOR OF CAMPUS SERVICES Address: 200 THE RIVERWAY BOSTON, MA 02215

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of malt or wine beverages are to be available for sale: \_\_\_\_\_

5 CASES OF WINE

2) What is the maximum number of people to attend? 150

3) What is the age group of people to attend? 30 - 70+

4) Are you charging an admission fee? NO

## APPENDIX B (cont'd)

5) How will alcoholic beverages be dispensed or served and by whom? \_\_\_\_\_

BEVERAGES WILL BE SERVED FROM ONE BEVERAGE STATION  
BY A TIPS CERTIFIED BARTENDER

6) If any attending are under age 21, what method will be used to check I.D. and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages? \_\_\_\_\_

- 7) Will a police detail or other types of security be provided? OUR ON SITE SECURITY  
 If "Yes" what type and how many? OFFICER WILL BE AVAILABLE

Note: Police details are arranged for by contacting the Brookline Police Department.

- 8) Name of the official, employee, or representative of the organization who will be present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure that it is properly controlled and that all the State and Town laws and regulations, including liquor licensing laws and regulations, are complied with \_\_\_\_\_

S AN M MACKAY 200 THE RIVERWAY BOSTON, MA 02215  
 (Name) (Address) (Telephone)

- 9) I certify that I, as COORDINATOR OF CAMPUS SERVICES of the organization have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the proper observance of all the laws governing this license.

Susan M. Mackey  
 Signature

Printed by: **Brenda Costello**

Monday, November 07, 2011 9:34:51 AM

Title:

Page 1 of 1

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From:  **Daniel O'Leary**

Monday, November 07, 2011 9:22:01 AM



Subject: Re: Fwd: Re: Fwd: Wheelock College Temp Liq.

To:  **Kathy Flanagan**  **Brenda Costello**

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Kathy and Brenda,

Both of these requests for Wheelock College are fine with me. Thanks Chief DCO



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Michael Shepard  
Building Commissioner

November 2, 2011

TO: Board of Selectmen

FROM: Charles Simmons *CAS*  
Director of Public Buildings

SUBJECT: 29 Avon Street  
5-year Lease Extension

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Per the terms and conditions of the lease with Mrs. Constance Austin and Brian Austin for 29 Avon Street, I would like to recommend the lease be extended for five more years starting November 20, 2011.

The Austin's have an existing ten year lease. The lease allows for a five year extension under the same terms and conditions.

In lieu of rent, the Austin's invested over \$300,000 restoring the Caretakers House to its original condition. The house was in very poor condition at the time the lease began. The Austin's invested their own time and money to make sure the house was restored with building materials that matched the existing structure, down to the red clay tile roof which was specially ordered and shipped from California. A portion of the property is located in Boston. The Austins have paid and will continue to pay the City of Boston annual real estate taxes of approximately \$5,600. In addition, they pay Boston for water/sewer charges and pay for all utilities.

Connie Austin's use of the property has been in harmony with the Larz Anderson Park. She maintains the grounds with flowers and plantings. She has been an exemplary tenant. Town Counsel has reviewed the terms of the lease and concurs with the recommendation to renew for another 5-year term. Attorney Gilbert and I recently visited the property with Mike Shepard and we met with Ms. Austin who expressed her desire to renew the lease.

Therefore, I am requesting that the Board vote to authorize me to proceed with the 5-year lease extension subject to review and approval by Town Counsel.

Thank you for your consideration.